

Board of Directors

Upper Thames River Conservation Authority



Benthic Sampling

Upper Thames River Conservation Authority Board of Directors'
Meeting Agenda
Tuesday June 28, 2022 at 9:30 A.M
Virtual Meeting due to COVID-19 Pandemic

1. Territorial Acknowledgement

2. Modifications to the Agenda

3. Declarations of Pecuniary Interest

4. Presentations/Delegations

5. Administrative Business

5.1. Approval of Minutes of Previous Meeting: Tuesday May 24, 2022

Mover: A.Hopkins

Seconder: T.Jackson

THAT that the Upper Thames River Conservation Authority Board of Directors approve the Board of Directors' minutes dated May 24, 2022, including any closed session minutes, as posted on the Upper Thames River Conservation Authority web-site.

5.2. Business Arising from Minutes

5.2.1. Compensation Review – Referred Motion

T.Annett – Admin #4528

5.3. Correspondence

6. Reports – For Consideration

6.1. 20 Year Flood Control Capital Updates

C. Tasker - FC #2207

Mover: S.Levin

Seconder: M.Lupton

THAT the Board of Directors approve the recommendations as presented in the report.

- 6.2. Planning and Regulations Fee Policy
J.Allain – Doc #125501
Mover: N.Manning
Seconder: H.McDermid
THAT the Board of Directors approve the recommendation as presented in the report.
- 6.3. Provincial Offences Act Officer Designation for Brad Dryburgh
J.Allain – ENVP #11932
Mover: P.Mitchell
Seconder: A.Murray
THAT the Board of Directors approve the recommendation as presented in the report.
- 6.4. Quarterly Progress Report – Inventory of Programs and Services
T.Annett – Admin #4531
Mover: J.Salter
Seconder: M.Schadenberg
THAT the Board of Directors approve the recommendation as presented in the report.

7. Reports – For Information

- 7.1. Administration and Enforcement – Section 28 Status Report
J.Allain – ENVP #11934
Mover: B.Petrie
Seconder: J.Reffle
THAT the Board of Directors receive the report for information.
- 7.2. Asset Management and Multi Year Budget
T.Annett – Admin #4530
Mover: A.Westman
Seconder: M.Blosh
THAT the report regarding the Asset Management Planning and 5 Year Operating and Capital Budgets be received for information.
- 7.3. June For Your Information Report
Mover: T.Jackson
Seconder: A.Hopkins
THAT the Board of Directors receive the report for information.

8. Notices of Motion

- 8.1. Notice of Motion by T.Jackson
(Notice attached)

9. Chair's Comments

10. Member's Comments

11. General Manager's Comments

12. Reports – In Camera

Mover: M.Lupton

Seconder: S.Levin

THAT the Board of Directors adjourn to Closed Session – In Camera, in accordance with Section C.13 of the UTRCA Administrative By-Law, to discuss plans and instructions to be applied to negotiations.

Moved by: H.McDermid

Seconded by: N.Manning

THAT the Board of Directors Rise and Report progress.

- 12.1. Plan and Instruction to be Applied to Negotiations – Children's Safety Village (Verbal)
- 12.2. Plan and Instruction to be Applied to Negotiations – Fanshawe Cottages (Verbal)

13. Adjournment

Mover: P.Mitchell



Tracy Annett, General Manager

Minutes

Upper Thames River Conservation Authority (UTRCA)

Board of Directors Meeting

Tuesday, June 28, 2022

Virtual Meeting Due to COVID-19 Pandemic.

Alan Dale, UTRCA Board Chair, called the meeting to order at 9:33am.

Members Present:

M.Blosh	P.Mitchell
A.Dale – Chair	A.Murray
A.Hopkins	B.Petrie
T.Jackson	J.Reffle
S.Levin	J.Salter
M.Lupton	A.Westman
H.McDermid	

Regrets:

N.Manning
M.Schadenberg

Solicitor: G. Inglis

Staff Present:

J.Allain	S. Pratt
T.Annett	C.Saracino
E.Chandler	S.Singh
D.Charles	C.Tasker
B.Dafoe	B.Verscheure
B.Dryburgh	M.Viglianti – Recorder
M.Funk	S.Viglianti
B.Glasman	J.Welker
T.Hollingsworth	

1. Territorial Acknowledgement

The Chair read the territorial acknowledgement.

2. Modifications to the Agenda

The Chair inquired whether the members had any proposed modifications to the agenda. There were none.

3. Declarations of Pecuniary Interest

M.Lupton declared a conflict of interest for item 5.2.1 Compensation Review – Referred motion. M.Lupton's granddaughter became an Upper Thames employee after the May meeting when agenda item was previously discussed.

4. Delegations/Presentations

There were no delegations or presentations.

5. Administrative Business

5.1. Approval of Minutes of Previous Meeting: May 24, 2022

The Chair confirmed the mover and seconder were willing to let their names stand.

Mover: A.Hopkins

Secunder: T.Jackson

THAT that the Upper Thames River Conservation Authority Board of Directors approve the Board of Directors' minutes dated May 24, 2022, including any closed session minutes, as posted on the Upper Thames River Conservation Authority web-site.

Carried.

5.2. Business Arising from the Minutes

5.2.1. Compensation Review

Concerns were raised regarding the approval of the compensation review recommendation without seeing the changes fully accounted for in the budget. Questions were raised around the process for budget implementation.

There was a suggestion to add a note to all current and upcoming job postings stating a salary review was underway.

While concerned about impact of the proposed changes on the levy for the 2023 budget, members felt the suggested changes were necessary, given the fifteen year period since the last compensation review and current job market.

A question was raised on whether this vote should be conducted as a weighted budget vote. After consulting the By-Laws, the Chair determined a weighted vote was not required.

T. Jackson requested a recorded vote.

Mover: S.Levin

Secunder: J.Salter

THAT the Board accepts the recommended change in the salary structure.

M.Blosh - For

A.Murray - For

A.Hopkins - For

B.Petrie - For

T.Jackson - For

J.Reffle - For

S.Levin - For

J.Salter - For

M.Lupton - For

A.Westman - For

H.McDermid - For

A.Dale - For

P.Mitchell - For

Outcome: 13 For, 0 Against.

Carried.

5.3. Correspondence

There was no correspondence.

6. Reports – For Consideration

6.1. 20 Year Flood Control Capital Updates

The Chair confirmed the mover and seunder were willing to let their names stand.

Staff noted that due to a clerical error, attachment number two was missing from the agenda package posted on June 21.

Staff noted this report is closely linked to agenda item 7.2 Asset Management and Multi Year Budget.

The Board was informed of new concrete cracking recently discovered on the St. Marys flood wall. UTRCA staff will be meeting with St. Marys Public Works staff to discuss the issue.

Mover: S.Levin

Seconder: M.Lupton

THAT the Board of Directors approve the recommendations as presented in the report.

Carried.

6.2. Planning and Regulations Fee Policy

The Chair confirmed the mover and seconder were willing to let their names stand.

Staff confirmed there is no consultation requirement for fee increases and there had been no communication with the development community prior to this meeting.

The Board discussed the public relation benefits of delaying this decision in order to consult with industry representatives and the financial impact of delaying the decision.

The Board discussed concerns on imposing a pre-consultation fee, not wanting to create a barrier to the public consulting staff before starting projects. It was clarified that the fees are specifically for larger development applications that come in through the planning process. The definition was not included in this report but will be in the full document posted on the website.

Members noted that the proposed changes were to bring the fees up to the level prescribed in the current Fees Policy.

Members discussed concerns raised by the London Development Institute, which included the lack of pre-consultation and lack of notice of the proposed fee changes.

Mover: A.Murray

Seconder: H.McDermid

THAT the Board of Directors approve the recommendation as presented in the report.

Mover: S.Levin

Seconder: B.Petrie

To amend the motion to add Part B: Prior to subsequent fee updates, staff be asked to meet with industry representatives to explain the changes.

Carried.

THAT the Board of Directors approve the recommendation as presented in the report, and Part B, prior to subsequent fee updates, staff be asked to meet with industry representatives to explain the changes.

Carried.

It was clarified that while the London Development Institute would be the main focus of part B of the above motion, the information would be shared with the development community across the watershed.

6.3. Provincial Offences Act Officer Designation for Brad Dryburgh

The Chair confirmed the mover and seconder were willing to let their names stand.

Mover: P.Mitchell

Secunder: A.Murray

THAT the Board of Directors approve the recommendation as presented in the report.

Carried.

6.4. Quarterly Progress Report – Inventory of Programs and Services

The Chair confirmed the mover and seconder were willing to let their names stand.

The General Manager met with the Ministry of Environment, Conservation and Parks to review details of past agreements and to discuss the changes to the inventory recommended by member municipalities. The next step in the process will be to draft preliminary versions the agreements.

Mover: J.Salter

Secunder: J.Reffle

THAT the Board of Directors approve the recommendation as presented in the report.

Carried.

7. Reports – For Information

7.1. Administration and Enforcement – Section 28 Status Report

(Report attached)

The Chair confirmed the mover and seconder were willing to let their names stand.

Mover: B.Petrie

Secunder: J.Reffle

THAT the Board of Directors receive the report for information.

Carried.

7.2. Asset Management and Multi Year Budget

The Chair confirmed the mover and seconder were willing to let their names stand.

Mover: A.Westman

Secunder: M.Blosh

THAT the report regarding the Asset Management Planning and 5 Year Operating and Capital Budgets be received for information.

Carried.

7.3. June For Your Information Report

The Chair confirmed the mover and seconder were willing to let their names stand.

Mover: T.Jackson

Secunder: A.Hopkins

THAT the Board of Directors receive the report for information.

Carried.

8. Notices of Motion

8.1. Notice of Motion by T. Jackson

T. Jackson provided notice of his proposed motion, as circulated in the agenda package. Staff confirmed the motion would appear on the August agenda, accompanied by a staff report. The Board considered dispensing with the notice requirement.

Members suggested clarifying the Notice of Motion wording in the By-Laws, as they felt it was not clear when the motion would be on the agenda for discussion after notice was given.

Mover: T.Jackson

Secunder: S.Levin

THAT the Board dispense with the notice requirement.

Defeated.

9. Chair's Comments

The Chair informed the Board that Bonnie Fox is the current acting General Manager of Conservation Ontario.

The Chair attended the Oxford Children's Water Festival held at Pittock on June 11th and encouraged the members to visit the parks this summer. He also encouraged members to visit and use the new Conservation Ontario Website to help find hiking trails.

10. Member's Comments

P. Mitchell shared information about Coyote Nature School, which is being offered out of Harrington Conservation Area and around the village of Harrington on a one year trial. Members were encourage to visit their website for more information.

A. Westman informed the Members of his great experience at Longwoods Conservation Area and their First Nations village. He suggested future consideration be given to including First Nations messaging in UTRCA parks.

11. General Manager's Comments

The General Manager noted that the doors of the WCC would be opening to the public starting July 4th. Visitors will continue to be encouraged to make appointments if they want to meet with staff.

The Members were reminded that the next meeting will be August 23.

12. Reports – In-Camera

The Chair confirmed the mover and seunder were willing to let their names stand.

Mover: M.Lupton

Secunder: S.Levin

THAT the Board of Directors adjourn to Closed Session – In Camera, in accordance with Section C.13 of the UTRCA Administrative By-Law, to discuss plans and instructions to be applied to negotiations.

Carried.

Moved by: A.Murray

Seconded by: M.Lupton

THAT the Board of Directors Rise and Report progress.

Carried.

A.Westman left the meeting at 12:15pm

H.McDermid left the meeting at 12:27pm

J.Reffle left the meeting at 12:30pm.

12.1. Plan and Instruction to be Applied to Negotiations – Children’s Safety Village

Staff provided a brief update presentation on their progress since the last discussion.

12.2. Plan and Instruction to be Applied to Negotiations – Cottage Program

Staff provided a brief update presentation on their progress since the last discussion.

13. Adjournment

There being no further business, the meeting was adjourned at 12:33pm on a motion by P.Mitchell.



Tracy Annett, General Manager

Att.

To: UTRCA Board of Directors
From: Tracy Annett, General Manager
Date: June 20, 2022
Filename: Admin # 4528
Agenda #: 5.2.1
Subject: Compensation Review

Referred Motion

THAT the Board accept the recommended change in the salary structure.

Moved by S. Levin, Seconded by J. Salter.

Purpose

To provide additional information to the Board regarding the implementation of the salary recommendations provided by ML Consulting.

Implementation Considerations

The UTRCA management team has reviewed and evaluated many scenarios and alternatives to implement the compensation review recommendations. Considerations included:

- The need to attract talented applicants as soon as possible, to fill vacancies due to retirements and keep up with service demands;
- The need to retain existing staff;
- The need for transparency regarding real costs of programs and services as we move through the negotiation process with municipalities; and
- The impact on relationships with member municipalities.

The management team is in full agreement that the sooner the compensation review recommendations can be implemented, the better. Compensating staff fairly is required. Delaying or prolonging implementation will only increase costs in the long-term and continue to impact service delivery.

A critical consideration is the impending negotiations with member municipalities regarding the level of programs and services to be offered. Implementing Conservation Authorities Act Regulation 686/21 requires the UTRCA to clearly identify which of the following categories each program and service is in:

- Category 1 - mandated activity that is eligible for municipal levy;
- Category 2 - activity undertaken at the request of a municipality that is paid for by that municipality under contract; or

- Category 3 - activity that the UTRCA would like to provide that is primarily self-funded.

Over the next 18 months, agreements will be negotiated with municipalities to determine support for programs and services in Categories 2 and 3. Staff will then determine the level of service that will be provided, and review fee structures and charge out rates for contracts. Further analysis will determine what wages belong in each program area and qualify for support through the levy.

Without negotiated agreements with municipalities, it is impossible to provide a definitive number regarding how much of the increase in compensation will be borne by levy. In the absence of this information, the management team is using the “worst case scenario” and assuming all wage increase expenses (*\$1.1 million*) will be attributed to levy (Category 1 programs and services), which we know will not be the case.

Implementation Scenarios

Staff prepared implementation costing that considers consistency, equity, and sustainability. Alternative implementation scenarios using the worst case scenario (increases borne by levy) were considered prior to the recommendation presented by staff. Each scenario resulted in very little change in impact to the levy. Example scenarios included:

- Implementing the increase incrementally (80%, 84%, 88%, etc.) every six months. This scenario would require significant effort for Human Resources staff to implement with little change to the overall impact on the levy from that of the recommended action.
- Implementing smaller percentages every 6 months. This scenario did little to solve recruitment and retention issues.
- Implement larger percentages at 6 month intervals. This scenario would have results similar to that of the recommended option.

Staff feel that it is important to provide transparency regarding possible future implications while emphasizing that any further delay will continue to cost more and impact recruitment and retention of staff, which affects our ability to continue to provide programs and services.

Mitigating the Impact

Staffing

It is important to consider other factors that may mitigate the impact of the increases:

- Recent modernization of our organizational structure has reduced the number of managers from seven to five;
- Vacancies in many positions and longer recruitment processes / re-postings have allowed for additional savings this year;
- In 2022, 8+ staff members have retired/ will retire. These staff members were/ are at job rate while new recruitments start at lower rates.

Funding

Sufficient funding is available for 2022 to implement the salary recommendation. It is proposed to phase levy increases in 2023 and 2024. The \$1.1 million reflects the anticipated increase to the 2022 total wage budget. In order to reduce the levy request, other mechanisms will continue to be implemented:

- Apply a minimum of \$500,000 in deferred revenue to the 2023 budget towards wages;
- New contract revenue will be based on new wages and recouped accordingly;
- Fees review, as it is anticipated that additional revenues will be based on wages to provide the service;
- Investment income (existing and through investments of funds generated through land sales).

Pay Practice and Future Considerations

In order to build resilience in pay policy, the following recommendations from the consultant will also be implemented:

- That the Performance Management/Pay for Performance Program be updated to align with the budget and business planning cycle and to support succession planning and employee development.
- That UTRCA adopt the practice of undertaking a periodic market review of all positions on a 3- to 4-year cycle in order to ensure competitive pay practices in light of changing demographics and work practices in the municipal sector. (This has become a best practice in the sector, providing analysis that supports adjustments to the salary grid to ensure UTRCA is not overpaying or underpaying positions.)
- That annual increases to the Salary Grid be determined by conducting a review of the comparator organizations to determine an average of the comparator group projected salary grid increases. This information, together with information relating to CPI increases, published surveys projecting following year increases, and locally negotiated increases, will inform the appropriate salary grid adjustments having regard to maintaining a sustainable compensation framework.
- That new and changed positions continue to be evaluated using the job evaluation system, pending introduction of a new job evaluation system.
- That a new job evaluation system be introduced at a future date to evaluate all full time, contract, seasonal, and part time positions with factor language that is reflective of organization design, leadership, and decision making frameworks; to prepare a progressive banding framework with empty bands to support future growth.

Communications Plan with Municipalities

The Authority's approach to communicating with our member municipalities will be open and transparent. Messaging will highlight:

- As we move into negotiating service agreements with our municipalities, it is paramount that the real costs of providing the service is provided and this includes the full costs of our staffing.
- The impact of implementing the compensation review will translate into increased costs to our member municipalities.
 - The Authority's challenges attracting and retaining staff and our need to maintain and, where possible, improve service levels.

- Salary recommendations were provided by ML Love Consulting using Conservation Authorities and watershed municipalities as comparators. The review was conducted with a level of conservatism, mindful of the funding context; however, given that a review has not been conducted since 2006, there is considerable catch up needed to bring positions into line with the pay market.
- While the UTRCA is competitive in many aspects of compensation related to working hours, pension, and benefits, staff salaries were found to be underpaid in all jobs.
- The impact of implementing the recommendations of the compensation review is an additional \$1.1 million to the Authority's total budget.
- The UTRCA works on behalf of the member municipalities and at no time wants to create extra burden. The Authority makes every effort to leverage the investment of levy funding. Currently, the municipalities are funding 35% of the Authority's total budget with the UTRCA finding or earning the remaining 65% through self-generated funding such as fees and contracts.

Recent discussions with senior staff at several of our large municipalities have indicated that recruitment and retention challenges are a shared experience.

Background

The UTRCA last participated in a formal compensation review in 2006, with the Hamilton Conservation Authority. In 2017, our GM and HR staff informally collected comparative information for approximately 20 positions from compensation studies undertaken by other Conservation Authorities. The review confirmed that the UTRCA was not keeping pace with salaries for senior technical and management positions.

Plans to initiate a compensation review in 2020 were paused in May 2020, as was the cost of living increase, as a budget control effort during the uncertainty of COVID. In the meantime, the cost of other operational expenses (e.g., insurance) continued to rise, as did the pressure to control levy increases.

The UTRCA has been experiencing serious difficulty recruiting and retaining staff, especially in the last two years. The Authority is operating in a highly competitive job market and has not been able to attract applications for many positions. This situation is exacerbated by the large number of senior and technical staff retirements. For example:

- Planner here for 5 years, gone to County of Oxford;
- Planner here for just over 1 year, gone to Perth County;
- Water Resources Project Specialist here for just under 4 years, gone;
- Project Engineer here for about 1 year, gone to Region of Waterloo;
- Hydrogeologist retired; candidate accepted position then turned down to accept another competitive job offer;
- Difficulty attracting applicants to wide range of positions including experienced planners, engineers, and seasonal staff.

The demand for services has been steadily increasing in all UTRCA program areas over the last several years, and the revolving door of staff is affecting our ability to provide consistent service. It also impacts the return on investment associated with staff training and development. On top of this, the new provincial regulations are requiring additional staff time and effort.

Recognizing the role of compensation in exacerbating the recruitment and retention issues, a compensation review was initiated in 2021. The consultant, Marianne Love of ML Consulting, used 14 comparator organizations including municipalities and conservation authorities. The key findings of the compensation review are:

- Every UTRCA job, as compared to other organizations, is underpaid anywhere between 2% and 20%,
- Every position is being compensated below the 50th percentile,
- UTRCA wages for senior technical and management positions are extremely low compared to municipalities and other authorities offering similar programs and services.

The review recommended increases in all job grades, which translates to an increase in wages of 2% to 15% for a staff person. A new proposed salary grid was developed.

The results of the review were shared by the consultant at the May 2022 Board of Directors meeting. The staff recommendation presented at that Board meeting was to implement the new salary grid in July 2022. Fully implemented, the recommendations translate into a \$1.1 million increase (9.5% increase) to the UTRCA salary expenses / payroll burden including CPP, EI, and OMERS contributions. The fully implemented amount reflects the staffing complement with filled vacancies and replacements prior to the impacts of COVID-19. The report to the Board included a “worst case” scenario which presented the impact to the municipal levy should the entire increase be borne by levy as an 8.3% increase in 2023 and a 10.1% increase in 2024.

Recommended by:

Tracy Annett, General Manager

Prepared by:

Teresa Hollingsworth, Manager, Community and Corporate Services

Christine Saracino, Supervisor, Finance and Accounting

Tracy Annett, General Manager / Secretary Treasurer

To: UTRCA Board of Directors
From: Chris Tasker
Date: June 20, 2022
Filename: Flood Control # 2207
Agenda #: 601
Subject: 20 Year Flood Control Capital Repair Plan

Recommendations

1. **The Board approves the 20 Year Flood Control Capital Repair Plan dated June 2022.**
2. **The Board receives the 2021/22 Final WECI Expenditure Report as included in the 2021/22 WECI Year End Report package dated March 11, 2022.**
3. **The Board receives the 2022/23 Approved WECI Budget as per the Schedule "D" Budget of the Ontario Transfer Payment Agreement effective April 1, 2022.**

Background

Since 2008, the Board of Directors has been provided annually with a 20 Year Flood Control Capital Repair Plan for the Water and Erosion Control Structures managed by the UTRCA with the exception of 2017. The 20 Year Plan was developed by UTRCA staff and is updated on a regular basis to reflect current and planned projects.

1. **20 Year Flood Control Capital Repair Plan - For Approval**

The attached summary indicates \$59,166,167 of forecasted expenditures over the next 20 years. In recent years, a number of engineering studies and inspections have been conducted to help determine the estimated project costs included in the plan. The estimates are updated as best as possible on an ongoing basis for budgeting purposes and to assist with the preparation of the various funding applications including the Water and Erosion Control Infrastructure (WECI) Program.

2. **2021/22 Final WECI Expenditure Report dated March 11, 2022 - For Information**

The attached report indicates the total eligible expenditure amount of \$241,423.99 for the 2021/22 Projects, which were 50% funded by WECI in the amount of \$120,711.99

3. 2022/23 Approved WECI Budget effective April 1, 2022 - For Information

The attached Schedule “D” Budget as included in the Ontario Transfer Payment Agreement received May 03, 2022 from the NDMNRF outlines the approved WECI funding in the amount of \$240,000 for the 2022/23 Projects.

Please don't hesitate to contact any of the undersigned if you have questions regarding any of the projects.

Recommended by:

Chris Tasker, Manager, Water and Information Management

Prepared by:

Sarbjit Singh, Water Control Structures Technologist
David Charles, Supervisor, Water Control Structures

Attachment 1**Prepared for the UTRCA Board of Directors
20 Year Flood Control Capital Repair Plan - Summary**

(updated June 2022)

Capital Repairs

Structure	Sum 5 Yrs	Sum 10 Yrs	Sum 20 Yrs
Totals	\$27,564,318	\$42,844,667	\$59,166,167
Fanshawe Dam	\$1,721,899	\$3,450,000	\$5,885,000
London Dykes	\$17,939,395	\$26,189,167	\$33,694,167
London Erosion Control	\$1,150,000	\$2,235,000	\$3,570,000
Springbank Dam	\$1,260,000	\$1,510,000	\$2,310,000
Pittock Dam	\$1,624,144	\$2,647,500	\$4,182,500
Wildwood Dam	\$1,128,251	\$2,050,500	\$3,085,500
St Marys Floodwall & Channel	\$610,000	\$765,000	\$970,000
Stratford Channel	\$77,000	\$144,500	\$327,500
Ingersoll Channel	\$14,000	\$119,000	\$234,000
Mitchell Dam & Channel	\$384,541	\$735,000	\$1,314,500
Orr Dam	\$696,000	\$1,193,000	\$1,566,000
Dorchester Mill Pond Dam	\$15,000	\$57,000	\$94,000
Dorchester C A Dam	\$175,000	\$346,000	\$410,000
Centreville Dam	\$188,000	\$329,000	\$370,000
Shakespeare Dam	\$109,000	\$149,000	\$171,000
Fullarton Dam	\$71,000	\$188,000	\$193,000
Embro Dam	\$130,621	\$262,000	\$274,000
Harrington Dam	\$235,467	\$440,000	\$480,000
Wildwood Ducks Unlimited Dam	\$35,000	\$35,000	\$35,000

WECI 2021-2022 – Final Status Report – March – UTRCA

Project ID	Project Name and Description	Total Approved Project Cost	Approved Provincial Share (50%)	Written Description of Final Progress	Total Project Expenditure
R.21.002	Wildwood Dam Electrical Wiring Replacement	\$45,500.00	\$22,750.00	Project Complete. Final Site Inspection held November 11/2021. As-built Drawings received February 2022.	\$45,751.24
R.21.015	Pittock Dam Embankment Repairs	\$34,141.70	\$17,070.85	Project Complete. Final Site Inspection held Dec 13/2021.	\$34,141.70
R.21.016	Mitchell Dam Hand Railings Phase 2	\$26,500.00	\$13,250.00	Project Complete.	\$27,041.15
S.21.006	Emburo Dam Cultural Heritage Evaluation Report	\$13,500.00	\$6,750.00	Project Complete. Final Draft Report received November 2021 and posted online for public comment.	\$13,620.99
S.21.007	Harrington Dam Cultural Heritage Evaluation & Impact Assessment	\$16,500.00	\$8,250.00	Project Complete. Final Draft Report received December 2021 and posted online for public comment.	\$16,467.36
S.21.008	Fanshawe Dam Safety Review Continuation	\$34,300.00	\$17,150.00	Project Complete. Final DSR Report received March 2022. DRAFT Public Safety Assessment completed March 2022.	\$37,061.84
S.21.009	Pittock Dam Safety Review Continuation	\$45,250.00	\$22,625.00	Project Complete. Final DSR Report received February 2022. DRAFT Public Safety Assessment completed March 2022.	\$47,501.84
S.21.010	Fanshawe Dam Subsurface Inspection	\$20,000.00	\$10,000.00	Project Complete. Final Inspection Report received February 2022.	\$19,837.87
Totals		\$235,691.70	\$117,845.85		\$241,423.99

Instructions:

- Please provide several sentences/paragraphs describing your final progress for each project.
- Please identify your final "Total Project Expenditure" (e.g. including all staff time and invoices).
- Please sign and date the report on the page below

Notes:

- Year-end Surplus Funds must be identified by March 1, 2022
- Year-end Surplus Funds must be returned to NDMNRF no later than March 11, 2022
- All Funds not being returned must be spent by March 31, 2022.

I hereby certify that all expenditures are made in accordance with the Transfer Payment Agreement between the Province and the Authority, and that complete records have been kept for these program areas.



Originally signed by Tracy Annett
General Manager/Chief Administrative Officer

March 11, 2022

Date

Upper Thames River Conservation Authority – 2022-2023 Successful Projects

Project ID	Project Name and Description	Total Project Cost	Provincial Grant
R.22.006	Orr Dam - PLC Replacement & Testing	\$25,000.00	\$12,500.00
R.22.007	St. Marys Floodwall - Minor Repairs	\$15,000.00	\$7,500.00
R.22.008	Pittock Dam - Drainage Gallery & Pressure Relief Well Repairs	\$50,000.00	\$25,000.00
S.22.002	Wildwood Dam - Safety Review	\$130,000.00	\$65,000.00
S.22.003	Wildwood Dam - Concrete Assessment (Phase 1)	\$50,000.00	\$25,000.00
S.22.004	Fanshawe Dam - Downstream Concrete Assessment & Rehabilitation Design	\$80,000.00	\$40,000.00
S.22.005	Pittock Dam - Concrete Assessment (Phase 1)	\$40,000.00	\$20,000.00
S.22.007	Fullarton Dam EA (Phase 1)	\$50,000.00	\$25,000.00
S.22.016	Embro Dam - EA Continuation	\$40,000.00	\$20,000.00
	TOTALS	\$480,000.00	\$240,000.00

To: UTRCA Board of Directors
From: Jenna Allain, Manager, Environmental Planning and Regulations
Date: June 20, 2022
Filename: Doc #125501-1
Agenda #: 6.2
Subject: Planning and Regulations Fees Update

Recommendation

That the Board approve the proposed Planning and Regulations Fee Schedule changes as presented for implementation beginning July 1, 2022.

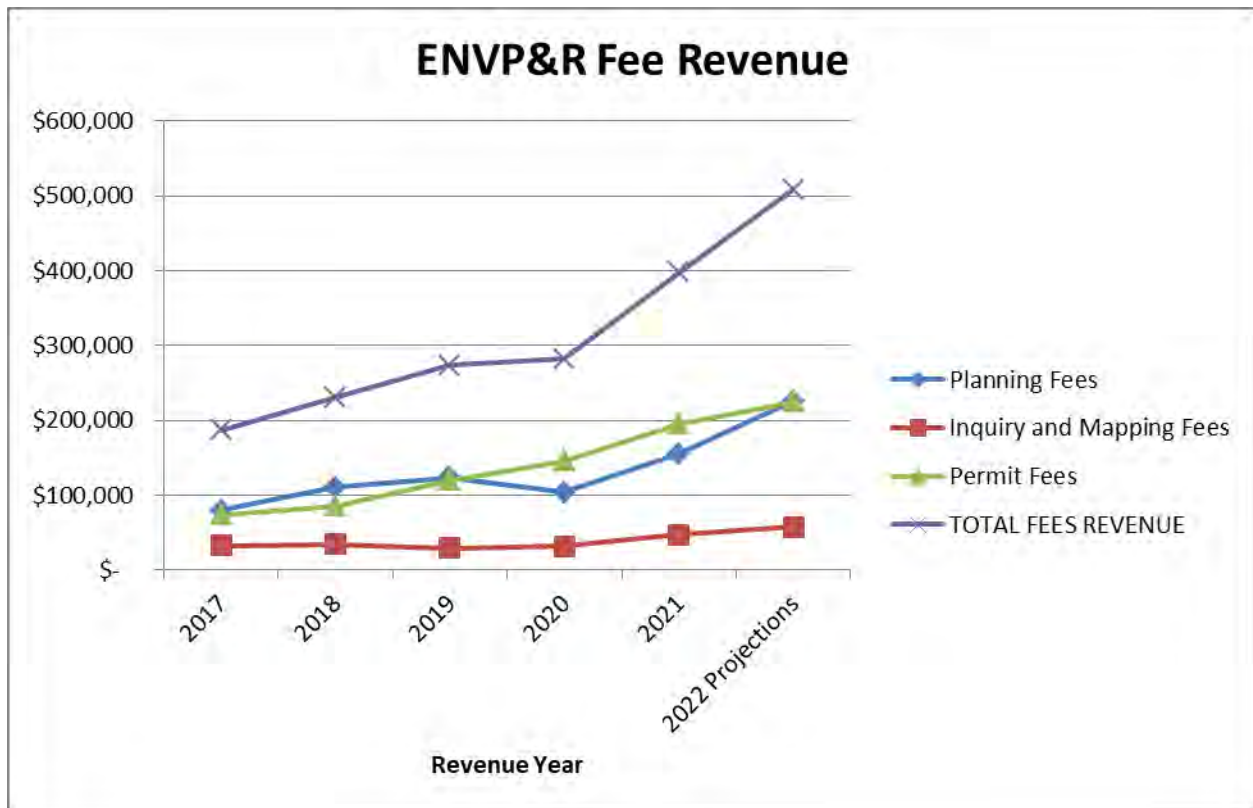
Background

As outlined in previous reports to the Board, UTRCA's planning and regulations staff have been facing increased workload challenges and capacity issues as a result of high development pressures throughout the watershed – demands which have been increasingly evident since the recognition of the Upper Thames as a high-growth Conservation Authority back in 2019. It is anticipated that the changes made to the *Planning Act* under Bill 109 will further compound the workload and timeline pressures staff are already facing. Capacity has gradually been added to the planning and regulations unit and continues to be sought in order to meet these increasing pressures and demands.

According to the *Upper Thames River Conservation Authority Fees Policy* (Board approved in 2019), the UTRCA Planning and Regulations program aims to achieve a 50-50 user fee to levy ratio to represent the maximum reliance on user-fees in order to safeguard the planning and regulations program and its services against economic volatility and subsequent budgetary uncertainty. Over the past several years, fee revenue has not been adequate to meet the desired 50-50 ratio, and the fee to levy ratio has been closer to 30-70. A review of our planning and permit fees was undertaken in order to propose changes that would result in increases to our fee revenue that would support additional staff capacity and align our fee to levy ration with our policy goal of 50-50. This report presents the results of that review and proposed changes to the current 2022 Planning and Regulations Fee Schedules for immediate implementation.

Current Planning and Regulations Fee Revenue

Over the last several years UTRCA planning and permit fees have been increasing dramatically, despite only minimal annual increases to incorporate inflation. The below graph shows planning and permit fees revenue since 2017 and includes the projected fee revenue for 2022 using the current fee schedules.



The projected planning and permit fees revenue for 2022 (based on our existing fee schedules) is \$507,828 which is a 172% increase over our 2017 fees revenue of \$186,871. This increase is largely attributable to the significant increase in development throughout the watershed as referenced above. Although this increase in revenue is significant, due to capacity increases, this revenue only covers approximately 30% of the budgeted operating expenditures for planning and regulations in 2022. A significant increase in our fees is required in order to attempt to achieve our desired 50-50 user fee to levy ratio.

Fees Review

Over the past few years there have been several Conservation Authorities that have retained consulting firms to undertake reviews of their planning and permitting fees and make recommendations for changes. Most recently, the St. Clair Region Conservation Authority engaged Tim L. Dobbie Consulting Ltd. and the Credit Valley Conservation Authority engaged Watson & Associates Economists Ltd. to undertake reviews, both in 2021. Both of these reports were provided to UTRCA staff for consideration as part of this review. Additionally, comparisons were made to the fee schedules of neighbouring conservation authorities and other high growth conservation authorities throughout the Province.

The attached tables outline the existing 2022 planning and permitting fees and the proposed fee increases for implementation beginning July 1st. Decisions regarding the proposed fee increases considered the level of staff effort and time required for each category of fee, and is largely consistent with the fees charged by other CA's. Ultimately, staff have attempted to achieve a reasonable and fair increase in each fee

category that aims to result in a 50% cost recovery of the service delivered. Further opportunities to refine and adjust fees will be brought back to the Board in November for implementation beginning January 1, 2023 following further updates from Conservation Ontario in their *Guidelines for CA Fee Administration Policies for Plan Review and Permitting (updated guidance document expected in the fall)*. At that time, staff will be able to include an analysis of how the implementation of the proposed changes contained in this report have impacted our fees revenue.

Recommended by:

Jenna Allain, Manager, Environmental Planning and Regulations

Prepared by:

Jenna Allain, Manager, Environmental Planning and Regulations

Stefanie Pratt, Planning Coordinator, Environmental Planning and Regulations

Table 1: Existing and Proposed Plan Review Fees

Plan Review Fees				
Category	Type	2022 Fee	Proposed New Fee	Percent Increase
Preconsultation/ Property Inquiry	New Fee Category	N/A	\$300*	100%
Official Plan Amendment	Minor/Routine	\$275	\$550	100%
	Major	\$750	\$1,500	100%
Zoning By-Law Amendment (including removal of holding provisions)	Comprehensive initiated by Municipality	No charge	No charge	
	Minor/Routine	\$275	\$550	100%
	Major	\$750	\$1,300	73%
Consent (severance)	Minor/Routine	\$275	\$400	45%
	Major	\$750	\$800	7%
Minor Variance	Minor/Routine	\$200	\$250	25%
	Major	\$750	\$1,250	67%
Site Plan	Minor/Routine	\$500	\$550	10%
	Intermediate		\$1250	
	Major	\$2,200	\$3,000	36%
Draft Plan of Subdivision or Condo		\$150 per lot to max of \$10,000	\$150 per lot to max of \$13,500	35%
Processing Fee		\$200	\$250	25%

*This fee will act as a deposit toward Planning Act applications. Once a formal application is submitted a reduced fee will be charged at that time.

Table 2: Existing and Proposed Permit Fees

Permit Fees				
<i>Category</i>	<i>Type</i>	<i>2022 Fee</i>	<i>Proposed New Fee</i>	<i>Percent Increase</i>
Alterations to Wetlands and Watercourses	Routine	\$525	\$525	0%
	Minor	\$790	\$1,100	39%
	Major	\$1,260	\$1,500	19%
Development Applications	Routine	\$210	\$250	19%
	Minor	\$790	\$1,100	39%
	Major	\$1,260	\$1,500	19%
Linear Utility Corridor	Routine	\$790	\$1,100	39%
	Minor	\$1,260	\$1,500	19%
	Major	\$5,775	\$6,000	4%
Municipal Drain Review	Routine	\$210	\$275	31%
	Minor	\$790	\$850	8%
	Major	\$1,260	\$1,500	19%
Municipal Project Review	Routine	\$790	\$1,100	39%
	Minor	\$1,260	\$1,500	19%
	Major	\$2,310	\$5,000	116%
Complex Applications	Large scale development proposals/inconsistent with policy	\$5,775	\$6,000	4%
	Large Fill - Volumes > 1000 m3	\$5,775 + \$0.50/m3	\$6000 + \$0.50/m3	4%
	Aggregate Resources Act - Above WT	\$5,775	\$6,000	4%
	Aggregate Resources Act - Below WT	\$10,500	\$10,500	0%
EA (New Fee Category)	Standard	N/A	\$1,100	100%
	Intermediate	N/A	\$5,000	100%
	Full/Comprehensive	N/A	\$10,000	100%
Hearing Request	Standard Hearing Fee	\$210	N/A	
	Request for a Streamlined Hearing meeting	N/A	\$800	281%
	Full Hearing Intermediate	N/A	\$1,200	471%

Permit Fees

<i>Category</i>	<i>Type</i>	<i>2022 Fee</i>	<i>Proposed New Fee</i>	<i>Percent Increase</i>
	Full Hearing Major	N/A	\$5,000	2281%
Clearance	Verification Letter	\$210	\$250	19%
Extensions	Minor application/permit revisions and/or extensions	\$100	\$135	35%
Violation	1st occurrence	100% surcharge	100% surcharge	0%
	2nd occurrence	200% surcharge	200% surcharge	0%
MZO	Permit associated with MZO	100% surcharge	100% surcharge	0%

Table 3: Existing and Proposed Technical Review Fees

UTRCA Technical Review Fees				
Category	Type	2022 Fee	Proposed New Fee	Percent Increase
Minor EIS	Limited assessment, adjacent to feature	N/A	\$750	\$100
Scoped EIS	Scoped assessment, adjacent or within feature	\$500	\$1,200	140%
Comprehensive EIS		\$1,075	\$2,200	105%
Stormwater Management Studies	Preliminary (FSR)	\$1,075	\$1,200	12%
	Detailed Design		\$2,200	100%
Sediment and Erosion Control Plan/Report	Minor/Routine	\$250	No Charge	-100%
	Intermediate	N/A	\$250	100%
	Major	N/A	\$500	100%
Geotechnical or Slope Stability Assessment	Scoped Report	N/A	\$750	100%
	Full Report (1 lot)	N/A	\$1,200	100%
	Full Report (Multiple Lots)	N/A	\$1,600	100%
Hydrogeology Assessments		\$1,075	\$1,600	49%
Other Technical Report		N/A	\$1,200	100%
Technical Expert Peer Review	External	\$500 + TBD Technical Review	\$500 + TBD Technical Review	0%

Table 4: Existing and Proposed Other UTRCA Fees

Other UTRCA Fees				
Category	Type	2021 Fee	Proposed 2022 Fee	Percent Increase
Inquiry or Release of Agreements	Written response provided	\$200	\$350	75%
	Verbal response provided	No charge		
	Regulation maps provided as PDF	No charge		
	Rush request (CA Act Inquiries)	N/A	Double Fees (\$700)	
Maps	Printed standard legal sized hardcopy	\$25		-100%
Other	GPS Surveying	\$90/hr + expenses, min. 2 hrs	\$90/hr + expenses, min. 2 hrs	0%
	Aquatic Ecosystem - Prelimin. Assessment	\$90/hr + expenses, min. 2 hrs	\$90/hr + expenses, min. 2 hrs	0%
	Terrestrial Ecosystem - Prelim. Assessment	\$90/hr + expenses, min. 2 hrs	\$90/hr + expenses, min. 2 hrs	0%
	Photocopies	\$0.10/copy	\$0.10/copy	0%

To: UTRCA Board of Directors
From: Jenna Allain, Manager, Environmental Planning and Regulations
Date: June 20, 2022
Filename: ENVP #11932-1
Agenda #: 6.3
Subject: Provincial Offences Act Designation for Brad Dryburgh

Recommendation

That the Board of Directors designate Brad Dryburgh as a Provincial Offences Act Officer pursuant to Section 28 of the *Conservation Authorities Act* for the purpose of administering and enforcing the Ontario Regulation 157/06, *Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation*.

Background

Brad Dryburgh, a Land Use Regulations Assistant at UTRCA, is responsible for assisting with the administration and enforcement of the Authority's *Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation* under Section 28 of the *Conservation Authorities Act*. In the Regulations Assistant role, Brad is assisting the Regulations Officer positions including issuing routine and minor permits and conducting compliance inspections. Brad previously held the position of Assistant Superintendent at Pittock Conservation Area before he switched roles to fill a vacancy in the Environmental Planning and Regulations unit on June 13th.

On April 27, 2021, the Board of Directors appointed Brad as a Provincial Offences Act Officer responsible for regulatory enforcement duties associated with Section 29 of the *Conservation Authorities Act (Trespass to Property Act)*. Prior to his previous appointment he had successfully completed the requirements to obtain his POA designation consistent with the *Protocol for Conservation Authority Designation of a Provincial Offences Officer* endorsed by Conservation Ontario, February 2010. This designation will clarify that he is also able to administer Section 28 of the *Conservation Authorities Act* as prescribed by the legislation (excerpt included below):

Regulations by authority re area under its jurisdiction

28.(1) Subject to the approval of the Minister, an authority may make regulations applicable in the area under its jurisdiction,

(d) providing for the appointment of officers to enforce any regulation made under this section or section 29;

(e) providing for the appointment of persons to act as officers with all of the powers and duties of officers to enforce any regulation made under this section. 1998, c. 18, Sched. I, s. 12.

Recommended and Prepared by:

Jenna Allain, Manager, Environmental Planning and Regulations

To: UTRCA Board of Directors
From: Tracy Annett, General Manager
Date: June 16, 2022
Filename: Admin # 4530
Agenda #: 6.4
Subject: Quarterly Progress Report - Inventory of Programs and Services

Recommendation

THAT the Quarterly Progress Report be posted on the UTRCA website, and submitted to the Ministry of Environment, Conservation and Parks in accordance with Ontario Regulation 687/21.

Background

As a requirement under Ontario Regulation 687/21, the Upper Thames River Conservation Authority (UTRCA) developed and approved a Transition Plan (December 17, 2021) and Inventory of Programs and Services (February 28, 2022). The Inventory of Programs and Services is based on the three categories identified in the Regulation. These categories include (1) Mandatory, (2) Municipally requested, and (3) Other (Authority determines are advisable).

As required under Ontario Regulation 687/21 and identified in UTRCA's Transition Plan, the UTRCA is providing its first Progress Report. Under the Regulation the Progress Reports must include the following;

- Any comments or other feedback submitted by a municipality regarding the inventory
- A summary of any changes that the Authority has made to the inventory to address comments or other feedback- including a copy of the amended inventory and description of changes
- An update on the progress of negotiations on cost apportioning agreements with participating municipalities
- Any difficulties that the Authority is experiencing that might affect the ability of the Authority to enter into cost apportioning agreements with participating municipalities by the transition date.

Discussion:

Progress Report Details are summarized below:

- 1) Municipal Comments and Feedback
 - a. To date, formal comments have been received by the City of London. The City has formed an 'enterprise wide' team with managers in the areas of

Water, Stormwater and Wastewater, Development Planning, Parks Planning and Climate Change. Clarification comments have been addressed through the updated inventory. The focus of the inventory is to specify category 2 and 3 programs while many of the City's comments related to service delivery related to category 1 programs in the areas of Scheme 43 land agreement, floodplain mapping and a development memorandum of understanding "DMOU" all requiring further discussion. Although no written comments were received regarding category 3 programs and services, it was clarified that the City provided no comments as they appreciate all the programs and services identified as category 3.

- b. Feedback from the County of Oxford requested additional Natural Heritage Review for areas in Oxford County where CA's are unable to provide this service. Further, the county is very supportive of the UTRCA's stewardship services.
 - c. West Perth prepared a report to Council directing staff to further negotiate agreements with the CA's. Comments specific to the UTRCA stated "UTRCA to continue running the diverse suite of programs, continue engaging with First Nations on projects, continue to identify how services contribute to climate change mitigation, and continue a strong education/outreach programming spectrum."
 - d. Generally, municipalities have not further comments on the inventory but are awaiting the draft agreements to provide comments. Discussions with other CA General Managers have indicated this is consistent throughout the Southwest.
- 2) Summary of Changes to Inventory of Programs and Services:
- a. The Inventory of Programs and Services has been updated to include additional details on existing Memorandums of Understanding and/or agreements to include the name of the municipality(s) and the date the agreement was entered (or proposed to be entered).
 - b. Additional notes have been added to clarify it is the UTRCA's intent to seek to enter into cost apportioning agreements with participating municipalities by January 1, 2024, to continue to finance, in whole or in part, these programs and services.
 - c. A note will also be provided to indicate that category 2 and 3 agreements will contain provisions that those programs and services be included in the watershed-based resource management strategy.
 - d. Senior staff attended the May 2, 2022 MECP workshop "Conservation Authority Program and Service Inventory Requirements". A meeting with MECP to discuss any additional best practices to apply to the revised inventory is being scheduled. Suggestions will be incorporated into the inventory, as necessary.
- 3) Update on Progress of Negotiations with Participating Municipalities on Category 2 and 3 Programs and Services:
- a. UTRCA staff are working on developing draft templates for the Memorandum of Understanding for Category 2 and Cost Apportionment Agreements for Category 3 Programs and Services.
 - b. Staff will continue to work with neighbouring Conservation Authorities (where possible) to help streamline the process of negotiations with shared participating municipalities on Category 3 Programs and Services.
- 4) Difficulties Reaching Transition Plan Date:

- a. At this time, there have not been any difficulties identified in meeting transition plan milestones.

Summary

The updated programs and services inventory / quarterly progress report will be posted on the UTRCA website, and submitted to the Ministry of Environment, Conservation and Parks in accordance with Ontario Regulation 687/21.

Prepared by:

Tracy Annett, General Manager

Attachment – Programs and Services Inventory, Quarterly Progress Report, dated June 21, 2022

Upper Thames River Conservation Authority

Inventory of Operating Programs and Services

UTRCA Code	Program Area	Programs / Service Provision	Program / Services Description	Category	Legislative Reference and Notes	Average Annual Costs based on 5 Year Average (Operating including depreciation)	2022 Projected Costs and Funding Sources
Natural Hazard Management							
1049	Environmental Planning & Regulations	Regulations Section 28.1 Permit Administration and compliance activities	Reviewing and processing permit applications, associated technical reports, site inspections, communication with applicants, agents, and consultants. Property inquiries Legal expenses for regulations and compliance. Input to the review and approval processes under other applicable law, (e.g., Environmental Assessment Act, Drainage Act, Aggregate Resources Act, with comments principally related to natural hazards, wetlands, watercourses and Sec 28 permit requirements.	1	Ontario Regulation 686/21s.8 Ontario Regulation 686/21s.6 s.28.0.1 and s.30.1 (once proclaimed)	\$710,879	\$1,041,429 Municipal Levy 67% Self Generated 33%
		Review under Other Legislation	Input to the review and approval processes under other applicable law, (e.g. Environmental Assessment Act, Drainage Act, Aggregate Resources Act, with comments principally related to natural hazards, wetlands, watercourses and Sec 28 permit requirements.				
1038 and 1041-40		Planning Municipal Plan Input and Review	Technical information and advice to municipalities on circulated municipal land use planning applications (Official Plan and Zoning By-law Amendments, Subdivisions, Consents, Minor Variances) with respect to natural hazards. Input to municipal land-use planning documents (OP, Comprehensive ZB, Secondary plans) related to natural hazards, on behalf of MNRF (delegated to CAs in 1983).	1	Ontario Regulation 686/21s.7	\$508,955	\$738,611 Municipal Levy 69%, Self Generated 31%
1038	Municipal Plan Input and Review NOT related to Natural Hazards	Technical information and advice to municipalities on circulated municipal land use planning applications related to Natural Heritage features and functions and Stormwater Management (Official Plan and Zoning By-law	2	CA Act s.21(1)(n) Updating MOUs required Memorandum of	\$103,130	\$105,147 Municipal Levy 79%, Self Generated 21%	

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Quarterly Progress Report 1

Note : edits from previous submission are identified in blue

UTRCA Code	Program Area	Programs / Service Provision	Program / Services Description	Category	Legislative Reference and Notes	Average Annual Costs based on 5 Year Average (Operating including depreciation)	2022 Projected Costs and Funding Sources
			Amendments, Subdivisions, Consents, Minor Variances). Input to municipal land-use planning documents (OP, Comprehensive ZB, Secondary plans) related to natural heritage features and functions and Stormwater Management. Comments incorporate natural heritage information particularly around wetlands and aquatic species at risk to develop planning and regulatory strategies to mitigate downstream natural hazards.		Agreement (MOA) for Planning Services Upper Tier Municipalities: City of London, 1997 County of Middlesex 1998 County of Perth 1999 Lower Tier: Municipality of Strathroy-Caradoc 2000		
		Natural Heritage NOT related to Natural Hazards	Natural heritage monitoring, plans/strategies and system design not on Conservation Authority owned land, to inform Official Plan and/or County level studies	2	CA Act s.21(1)(n)	Example: Natural Heritage System Studies	
1085, 1086, 1087-3050, 1920-3030	Water Management	Flood Forecasting and Warning	Daily data collection and monitoring of local weather forecasts, provincial models, streamflow and reservoir conditions, etc. Routine collection of near real-time data from stream gauge network (water level, flow and precipitation). Seasonal collection and reporting on snow surveys. Maintenance of hydrometric gauges (both UTRCA gauges and assisting with maintenance of Water Survey of Canada gauges). Continuous monitoring of stream flow, reservoirs, and watershed conditions. Maintaining historical records. Development, maintenance and implementation of Flood Contingency Plan. Regular liaison with municipal flood coordinators. Issuing flood bulletins and media releases.	1	Ontario Regulation 686/21s.2	\$652,398	\$614,300 Provincial 15%, Municipal Levy 84%, Self Generated 1%

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Quarterly Progress Report 1

Note : edits from previous submission are identified in blue

UTRCA Code	Program Area	Programs / Service Provision	Program / Services Description	Category	Legislative Reference and Notes	Average Annual Costs based on 5 Year Average (Operating including depreciation)	2022 Projected Costs and Funding Sources
1034 (5%), 1077, 1080, 1081, 1082, 1083, 1084		Flood and Erosion Control Infrastructure Operation <i>and</i> Management	<p>The UTRCA operates, and maintains flood control dams, dyke and flood wall systems, flood control channels, and erosion control structures. Includes 3 large dams and 9 smaller dams. The UTRCA also maintains 3 flood control channels, 8 dykes/floodwalls and 11 erosion control structures. Undertake dam safety studies and improve public safety around dams. In addition to the regular operation and maintenance of these structures the UTRCA undertakes major maintenance projects on water and erosion control structures</p> <p>In addition to the above structures which were constructed by the UTRCA, the UTRCA also operates and maintains structures that are municipally owned/built but operated and maintained by the UTRCA through agreement with the municipality.</p>	1	Ontario Regulation 686/21s.5	\$1,682,388 (not including major capital repairs)	\$1,767,561 Provincial 5%, Municipal Levy 64%, Self Generated 31%
		Ice Management Plan	New Project: Development of an Ice Management Plan, <u>if the authority determines that ice management is necessary to reduce the risks associated with natural hazards</u>	1	Ontario Regulation 686/21s.4	New Program	NOTE: Strategy to be completed on or before December 31, 2024
		Operation Plans and Asset Management related to this Infrastructure	New Project: Development of Operational Plans and Asset Management Plans related to this infrastructure	1	Ontario Regulation 686/21s.5 NOTE: Operational and Asset management plans to be completed on or before December 31, 2024 per	New Program	NOTE: Strategy to be completed on or before December 31, 2024

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Quarterly Progress Report 1

Note : edits from previous submission are identified in blue

UTRCA Code	Program Area	Programs / Service Provision	Program / Services Description	Category	Legislative Reference and Notes	Average Annual Costs based on 5 Year Average (Operating including depreciation)	2022 Projected Costs and Funding Sources
					requirements in Section 5 of the Mandatory Programs and Services Regulation		
1042		Flood Plain Mapping & Natural Hazards Technical Studies and Information Management	<p>Analysis and identification of areas susceptible to riverine flooding to create mapping products to delineate flood-prone and erosion-prone areas.</p> <p>Data collection, analysis, reporting and mapping of data sets related to the understanding and mitigation of natural hazards. Development and use of systems to collect, store and provide spatial geographical representations of data and other mapping products.</p> <p>Studies and projects to inform natural hazards management programs including: floodplain management, watershed hydrology, regulated areas mapping update, flood forecasting system assessment, floodplain policy</p>	1	Ontario Regulation 686/21 s. 5(1)1 686/21 s.9(1)2	\$746,500	\$776,981 Provincial Transfer Payment 2%, Municipal Levy 69%, Self Generated 29%
1009, 1041-30, 1088		Climate Change	<p>Understanding the risks related to natural hazards, including how these risks may be affected by climate change through collection and management of climate science data in order to identify potential effects of climate change on natural hazards.</p> <p>Identification of vulnerability or risk, and the development of mitigation and adaptation policies and plans</p> <p>Managing, preventing and mitigating risks related to natural hazards. Promoting public awareness through communications, outreach and education to build climate</p>	1	Ontario Regulation 686/21 s. 1(3)1. iv.	\$216,609	\$306,552 Provincial Transfer Payment 20%, Municipal Levy 65%, Self Generated 14%

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Note : edits from previous submission are identified in blue

UTRCA Code	Program Area	Programs / Service Provision	Program / Services Description	Category	Legislative Reference and Notes	Average Annual Costs based on 5 Year Average (Operating including depreciation)	2022 Projected Costs and Funding Sources
1079			resiliency. Pilot Projects Low Impact Development, green infrastructure, agricultural stewardship, including tree planting for flood/erosion mitigation. <i>(restoration on CA lands not included)</i>				
		Low water response	Surface and groundwater conditions monitoring and analysis: including water level, flow and precipitation, within the watershed using the Ontario Low Water Response protocol and hydrometric stream gauge network. Coordination of monitoring with Water Response Committee	1	Ontario Regulation 686/21s.3	\$6,010	\$8,803 Municipal Levy 100%
1001, 1004, 1017, 1094		Communications, Outreach and Education related to Natural Hazards and Low water response	Promoting public awareness of natural hazards including flooding, drought, and erosion. Public events, materials. Social media services. Media relations. Educate elementary school students and the public about the danger of floodwaters. Technical & administrative support to the Water Response Team (WRT) representing major water users and decision makers, who recommend drought response actions.	1	Ontario Regulation 686/21s.1(2)	\$582,958	\$370,819 Municipal Levy 69%, Self Generated 31%
Conservation Authority Lands and Conservation Areas The UTRCA owns 5,967 hectares of land which includes conservation areas, management areas, conservation forests, farmland and flood control structures and surrounding land. UTRCA property is essential to watershed management, flood control, environmental protection, and provides areas for passive recreation							
1051, 1052	Lands, Facilities and Conservation Areas	Section 29 Minister's regulation for Conservation Areas	Conservation areas encroachment monitoring and risk management. Legal expenses for regulation and compliance part of Conservation Lands management below.	1	Ontario Regulation 686/21 s.9(1)4 Rules for Conduct in Conservation Areas (O. Reg. 688/21)	\$84,523 plus some part of Lands Management	\$72,305 Self Generated 100%
		Strategy for CA owned or controlled lands and management plans.	New Project: A strategy to guide the management and use of CA-owned or controlled properties including: guiding principles, objectives, land use, natural heritage, classifications of lands, mapping, identification of programs and services on the lands, public consultation,	1	Ontario Regulation 686/21 s.9(1)1 per requirements in Section 10 of the Mandatory Programs	New Program	NOTE: Strategy to be completed on or before December 31, 2024

June 30, 2022

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Note : edits from previous submission are identified in blue

UTRCA Code	Program Area	Programs / Service Provision	Program / Services Description	Category	Legislative Reference and Notes	Average Annual Costs based on 5 Year Average (Operating including depreciation)	2022 Projected Costs and Funding Sources
1029, 1035, 1036, 1037, 1044, 1048, 1050, 1054, 1056, 1063, 1065, 1080, 1095- 5070, 1096			publish on website and includes periodic review and update.		and Services Regulation		
		Land Inventory	New Project: Development of an inventory containing information for every parcel of land owned or controlled by the Authority. The land inventory will include the following information: location as well as date, method and purpose of acquisition, land use. One time project with updates as properties are acquired or disposed of.	1	Ontario Regulation 686/21 s.9(1)3 per requirements in Section 10 of the Mandatory Programs and Services Regulation	New Program	NOTE: Strategy to be completed on or before December 31, 2024
		Land Acquisition and Disposition Strategy	New Project: A policy to guide the acquisition and disposition of land in order to fulfil the objects of the authority.	1	Ontario Regulation 686/21 s.9(1)1 per requirements in Section 10 of the Mandatory Programs and Services Regulation	New Program	NOTE: Strategy to be completed on or before December 31, 2024
		Conservation Lands: Management, operation and maintenance	Public Access for Passive Recreation: Management and maintenance of conservation lands for public access and recreational trails. Includes risk management program, hazard tree management, gates, fencing, signage, brochures, communications, pedestrian bridges, trails, parking lots, pavilions, roadways, drainage, stormwater management, stewardship, restoration, ecological monitoring, recreational dams (with no flood control or low flow augmentation function). Carrying costs such as taxes and insurance	1	Ontario Regulation 686/21 s.9(1)1	\$1,052,513	\$1,224,886 Municipal Levy 63%, Self Generated 37%

June 30, 2022

Quarterly Progress Report 1

Note : edits from previous submission are identified in blue

UTRCA Code	Program Area	Programs / Service Provision	Program / Services Description	Category	Legislative Reference and Notes	Average Annual Costs based on 5 Year Average (Operating including depreciation)	2022 Projected Costs and Funding Sources
1027 (15%)			Conserve Natural Heritage: Management and maintenance to conserve natural heritage on CA owned lands. Includes forest management, signage, gates, stewardship, restoration, ecological monitoring, Species at Risk inventories, carrying costs such as taxes and insurance.		Ontario Regulation Reg. 686/21 s.9(1)2	\$255,447	\$323,069 Municipal Levy 63%, Self Generated 37%
		Species at Risk Inventories on UTRCA owned lands	Periodic inventories of terrestrial Species at Risk on UTRCA lands , GIS mapping and submission of data to NHIC. Information guides land use activities and restoration projects.	1	Ontario Regulation 686/21 s.9(1)2	\$19,139	\$19,754 Municipal Levy 17%, Self Generated 83%
1045, 1046		City of London ESAs Management	Management of the City's 14 Environmentally Significant Areas (ESAs), initiated in 2009 and updated annually to reflect operational and capital needs	2	Annual Agreements with the City of London since 2009	\$614,127	\$631,602 Self Generated 100%
		City of London Beaver Management	Management of Beavers in accordance with the City of London's Beaver protocol	2	Letter of Understanding 2021	5 year average not available	\$55,000 annual (adjusted for inflation)
1034 (95%)		Conservation Area Campgrounds	Management, operation and maintenance of Fanshawe, Wildwood and Pittock campgrounds.	3	Campgrounds are operated independent of Municipal Levy	\$4,428,410	\$4,988,296 Self Generated 100%
1047, 1053,		Land Lease and Agreement Management, Hydro generation	Management of current and future land leases and property agreements. Maintenance of rental properties to supplement land management activities	3	CA Act s.21(1)(c)&(d)	\$175,083	\$315,573 Self Generated 100%

June 30, 2022

Quarterly Progress Report 1

Note : edits from previous submission are identified in blue

UTRCA Code	Program Area	Programs / Service Provision	Program / Services Description	Category	Legislative Reference and Notes	Average Annual Costs based on 5 Year Average (Operating including depreciation)	2022 Projected Costs and Funding Sources
Drinking Water Source Protection Program Description: The protection of municipal drinking water supplies in the Thames Sydenham and Region through the development and implementation of the Source Protection Plans.							
1039	Source Protection Planning	Source protection authority role as set out in the Clean Water Act.	Source Protection Authority Lead for the Thames-Sydenham and Region. Technical support, SPC support, SPA reports and meetings, activities required by the Clean Water Act and regulations that applies to the authority's source protection area. Assisting in the co-ordination and implementation of the source protection plan that applies to the authority's source protection area. Where the authority considers it advisable, reviewing and commenting on any proposal made under another Act that is circulated to the authority for the purpose of determining, <ol style="list-style-type: none"> i. whether the proposal relates to a significant drinking water threat that is governed by the plan, or ii. the proposal's potential impact on any drinking water sources protected by the plan. 	1	Ontario Regulation 686/21 s.13 Agreements with LTVCA and SCRCA to undertake implementation efforts.	\$521,920	\$517,645 100% Provincial as a Lead Source Protection Authority. Transfer funding to LTVCA and SCRCA to support this program
1040		DWSP Risk Management Inspection / Official	Support municipalities to implement Part IV duties of the Clean Water through service agreements.	2	Clean Water Act s.47(1) & s.48(1) CA Act s.21(1)(a) &(n) Three year MOU's until Dec 31, 2023 Municipalities: <ul style="list-style-type: none"> ▪ Municipality of Chatham-Kent ▪ Municipality of 	\$181,860	\$164,986 Municipal Agreements – 100%

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Note : edits from previous submission are identified in blue

UTRCA Code	Program Area	Programs / Service Provision	Program / Services Description	Category	Legislative Reference and Notes	Average Annual Costs based on 5 Year Average (Operating including depreciation)	2022 Projected Costs and Funding Sources
					Lambton Shores <ul style="list-style-type: none"> ▪ Township of Perth East ▪ Town of St. Marys ▪ City of Stratford ▪ Municipality of West Perth ▪ Township of St. Clair ▪ Town of Plympton-Wyoming ▪ Village of Point Edward ▪ City of Sarnia 		
Water Quality & Quantity Monitoring The UTRCA, in partnership with the Ministry of Environment, Climate Change and Parks (MECP), has established long term sites to monitor surface and ground water conditions.							
1026-0000	Provincial Water Quality and Quantity Monitoring	Provincial Water Quality Monitoring Network (PWQMN) Provincial Groundwater Monitoring Network (PGMN)	<p>A long-standing (50+ year) CA/MECP partnership for stream water quality monitoring at 24 sites. CA takes water samples; MECP does lab analysis and data management. CA uses information for watershed report cards, and stewardship project prioritization.</p> <p>A long-standing (20+ year) CA/MECP partnership for groundwater level and quality monitoring at 24 sites throughout the watershed. CA maintains equipment, data transfer to MECP, water sampling; MECP provides equipment, standards, data management.</p>	1	Ontario Regulations 686/21 s.12(1)2 686/21 s.12(3) Ontario Regulations 686/21 s.12(1)1 686/21 s.12(2)	\$167,541	\$204,587 Municipal Levy 96%, Self Generated 4%
Core Watershed-based Resource Management Strategy - Advancing and contributing to the maintenance of a healthy and resilient natural environment. Program Description: The purpose of a watershed plan is to understand the current conditions of the watershed, and identify measures to protect, enhance, and restore the health of the watershed. Watershed strategies provide a management framework to provide recommendations which consist of goals, objectives, indicators, and management recommendations. This addresses existing issues in the watershed and mitigates impacts from potential future land.							
	Core Watershed-based	Strategy Development	Develop guiding principles and objectives that inform the design and delivery of programs and services the CA is required to provide.	1	Ontario Regulations 686/21 s.8 686/21 s.12(1)3	New Program (Include 5-year review)	NOTE: Strategy to be completed on or before December 31,

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UTRCA Code	Program Area	Programs / Service Provision	Program / Services Description	Category	Legislative Reference and Notes	Average Annual Costs based on 5 Year Average (Operating including depreciation)	2022 Projected Costs and Funding Sources
	Resource Management Strategy		Collate/compile existing resource management plans, watershed plans, strategic plans, studies and data. Strategy development, implementation & annual reporting. Develop a process for periodic review including procedures to engage/ consult with stakeholders and the public. Strategy development must include a stakeholder and public consultation component		686/21 s.12(4) per requirements in 12(4)-(9) of the Mandatory Programs and Services Regulation		2024
1025, 1030, 1031	Integrated Watershed Planning	Watershed Management Strategy / Shared Waters Approach	Watershed strategies provide a management framework to provide recommendations which consist of goals, objectives, indicators, and recommendations. This addresses existing issues in the watershed and mitigates impacts from potential future land uses, while recommending appropriate actions to protect, enhance, and restore the watershed. The Thames River (Deshkan Ziibi) Shared Waters Approach to Water Quality & Quantity, will be a key component of a broader watershed strategy, known as the Thames River Clearwater Revival (TRCWR), which considers all the interactions of land, water, plants, animals and people, with the overall objective of improving the ecological condition of the Thames River, Lake St. Clair and Lake Erie,	3	CA Act s.21(1)(a)	\$291,517	\$344,151 Municipal Levy 76%, Self Generated 24%
1089		First Nations Engagement	To further the development of a more holistic approach in watershed planning, incorporating aspects of Indigenous Traditional Knowledge (ITK) and an awareness of the River's spirit, in addition to western science and	2 & 3	Expanded Program	\$134,099	\$90,480 Municipal Levy 39%, Self Generated 61%

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UTRCA Code	Program Area	Programs / Service Provision	Program / Services Description	Category	Legislative Reference and Notes	Average Annual Costs based on 5 Year Average (Operating including depreciation)	2022 Projected Costs and Funding Sources
1032			management objectives.				
1032		Natural Heritage and Ecological Monitoring: Watershed Report Cards	UTRCA in partnership with Conservation Ontario, reports on local watershed conditions every five years. The report cards provide information on surface water, groundwater, forest and wetland conditions in the watershed, to understand current local (subwatershed) health and emerging trends as a basis for setting environmental management priorities and inspiring local environmental action within the 28 subwatershed in the UTRCA.	3	CA Act s.21(1)(a)	\$50,104 (for Report Cards only)	\$0 No direct funding
1026, 1028	Research & Monitoring	Aquatic Monitoring / Water Quality Program	Undertake aquatic monitoring including collecting, analyzing, and reporting on data for surface water and groundwater quality, stream health, reservoir algae, benthic, fisheries, habitat, and species at risk. Surface water quality sampling at additional sites at key locations to better understand the watershed conditions and to support Watershed Report Card program. Benthic Monitoring and Assessment Program – samples collected annually and processed/identified by UTRCA staff. This process evaluates surface water quality using macro-invertebrates (insect larvae, etc.) living in streams and supports Watershed Report Cards program.	3	CA Act s.21(1)(n)	\$227,174	\$259,533 Municipal Levy 74 %, Self Generated 26%
		Stream Classification	Collection of fish community data as supported by DFO to determine watershed species ranges and identify invasive species and aquatic species at risk. This includes the municipal drain classification program, which classifies “not rated” drains to help streamline Fisheries Act approvals to the benefit of both Drain Superintendents and landowners. This is a component of CA Act approvals for municipal drainage works, that while specific to drain review and associated hazards, also protects headwater				

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UTRCA Code	Program Area	Programs / Service Provision	Program / Services Description	Category	Legislative Reference and Notes	Average Annual Costs based on 5 Year Average (Operating including depreciation)	2022 Projected Costs and Funding Sources
1027 (85%)		Species At Risk	function, habitat and ecosystem health. Inventories of Aquatic Species at Risk GIS mapping and submission of data to NHIC. Information guides land use activities and restoration projects.			\$153,544	\$159,600 Municipal Levy 17% Self Generated 83%
1087-3010, 1087-3090, 1087-3070		Water Quality Data	Compile and maintain a comprehensive monitoring database (WISKI) that is integrated and available to watershed partners, and is commonly accessed by development proponents in watershed municipalities when undertaking technical studies or assessments associated with land development activities.	3	LSWIM for Risk Management Services is recoverable through partner agreements	\$216,446 for LSWIMS and WISKI partners	\$94,707 Self Generated 100%
1026-2070		City of London Dingman Creek Monitoring Program	Agreement with City of London for enhanced benthic monitoring within the Dingman Creek Subwatershed.	2	CA Act s.21(1)(a) Under Agreement with City of London, 2019	\$40,200	\$25,000 Self Generated 100%
1033,	Watershed Stewardship and Restoration (Urban, rural & agricultural)	Private Land Stewardship and Restoration	Work with property owners to implement Best Management Practices to mitigate flood and erosion hazards, improve and protect water quality, restore floodplains and river valleys, reduce nutrient contamination, restore and enhance wetlands to reduce flooding peaks and augment low flow, management of terrestrial non-native invasive species, protect groundwater, and improve aquatic species at risk habitat. Apply for and manage external funding, promote private land stewardship, outreach, provide advice and design assistance to property owners. Implementation of watershed plan stewardship recommendations.	3	CA Act s.21(1)(g)&(o)	\$695,600	\$717,735 Municipal Levy 56%, Self Generated 44%
		Tree Planting and	Forestry services including planting plan development, site				

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UTRCA Code	Program Area	Programs / Service Provision	Program / Services Description	Category	Legislative Reference and Notes	Average Annual Costs based on 5 Year Average (Operating including depreciation)	2022 Projected Costs and Funding Sources
1055, 1057, 1060, 1064, 1066, 1105 1059, 1062, 1068		Forest Management not related to natural hazards	preparation, tree and shrub planting, and survival assessments. Private woodlot stewardship, technical assistance, link to funding programs to maintain form and function of watershed forest cover.				
		Clean Water Program	Deliver the Clean Water Program (CWP), which provides a one-window service for rural landowners to access technical assistance and financial incentives for implementing best management practices (BMPs) that improve surface water and groundwater quality and soil health, and contribute to sustainable agricultural operations.	2	CA Act s.21(1)(g)&(o) NOTE: funded by the Counties of Oxford and Middlesex, City of Stratford for 2022, with additional funding leveraged from industry, government, foundations, and donations when available.	\$132,033	\$189,773 Self Generated 100%
1067, 1070, 1073, 1075, 1099, 1100, 1101, 1102, 1104, 1106, 1108, 1109, 1113, 1114		Great Lakes Connections: Phosphorus / Nutrient Reduction Programs (Medway / ECCC / OMAFRA)	Deliver watershed phosphorus reduction research and demonstration projects partnering with Environment and Climate Change Canada (ECCC) and the Ontario Ministry of Agriculture, Food & Rural Affairs (OMAFRA) Research and demonstration projects focused on agricultural stewardship efforts to reduce nutrients in the Thames River and improve the health of Lakes St. Clair and Erie. Lead information sharing and coordinate innovation through research, demonstration projects, workshops, and field tours, in partnership with landowners, agencies, academia, and private sector.	3	CA Act s.21(1)(g) &(o)	\$802,575	\$747,790 Self Generated 100%
Conservation/ Outdoor Education and Community Outreach							

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UTRCA Code	Program Area	Programs / Service Provision	Program / Services Description	Category	Legislative Reference and Notes	Average Annual Costs based on 5 Year Average (Operating including depreciation)	2022 Projected Costs and Funding Sources
Program Description: Education and outreach programs increase knowledge and awareness in children and adults about local environmental issues, watersheds and ecosystems and conservation actions they can implement.							
	Community Partnerships and Education	Community Involvement and Events Environmental Education	Education and outreach programs and community events to assist in achieving the objectives of the conservation authority. These programs are open to people of all ages. Examples include Community Science, Watershed and “Friends of” projects. Curriculum-based education programs for elementary and secondary students. These programs focus on local watersheds, ecosystems, and environmental issues. Programs take place at schools (indoors and outdoors), field trips to conservation areas and community parks and through online learning.	3	CA Act Reg. 686/21 s.1(2) & s.1(3)3,4 CA Act s.21(1)(n)	\$719,489	\$679,722 Municipal Levy 44%, Self Generated 56%

Provincial transfer refers to only the transfer payment UTRCA receives from the provincial government for the delivery of mandatory programs and services.

For the purposes of this document “self-generated” revenues includes permit fees, fees for service, user fees, grants including provincial and federal funding that UTRCA has to apply and compete for and municipal fee for services agreements beyond municipal levy.

Inventory Principles - A brief explanation on the principles applied when developing the Inventory of Programs and services is provided:

- 1) Each program and service has been categorized based on the criteria identified under the Conservation Authorities Act and supporting regulations. As required by regulation 687/21, the inventory explains why a program falls into category 1 by referencing applicable sections of regulation 686/21 “Mandatory Programs and Services”. Category 2 and 3 programs provided through other legislation are also noted.
- 2) The list has been developed to align our programs and services with our past budget reporting framework. In some cases the delineation between categories of programs has not been refined; instead a grouping of programs is identified at this time.
- 3) The UTRCA’s inventory includes only operating costs. Capital costs are extremely variable from year to year and would skew estimates.
- 4) The Regulation requires that the annual cost of each program and service be provided based on the average of the last five years; however, any other value that better reflects the cost of a program are permitted, provided it is justified. The UTRCA has indicated both a 5 year average and the 2022 estimate costs for programs and services. Utilizing a five year average fails to recognize significant changes in the past 5-year period including impacts to operations due to COVID, and inflation, particularly through 2021. In addition, with the high level of growth in the watershed, and corresponding demand for UTRCA programs and Services the 2022 budget provides a more accurate estimate of cost than a five year average.

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Note : edits from previous submission are identified in **blue**

- 5) It is the UTRCA's intent to seek to enter into cost apportioning agreements with participating municipalities by January 1, 2024, to continue to finance, in whole or in part, these programs and services.
- 6) Category 2 and 3 agreements will contain provisions that those programs and services be included in the watershed-based resource management strategy.
- 7) Although previous agreements and MOUs have been negotiated for some of programs and services, we expect that all will need to be renegotiated to incorporate the requirements identified in regulation. Quarterly reports will identify the progress made on all negotiations, as available.

Enabling Program Services

Program Description: Key assistance provided to all departments of the conservation authority, board of directors, member municipalities and the general public to enable the UTRCA to operate in an accountable, efficient and effective manner. Costs are distributed to programs listed above.

Note: The methodology for inclusion of these types of services is yet to be finalized.

Corporate Services	Administrative, operating and capital costs which are not directly related to the delivery of any specific program or service, but are the overhead and support costs of a conservation authority, Oversight of programs and policies. Includes costs related to agreements/contracts and supporting CA Board, governance, administrative by-laws, General Manager and Management Team	\$694,153
Financial and Human Resources Services	Employee management systems, training, health and safety programs, budgeting, accounts payable and receivable, payroll, financial analysis, financial audit, administration of reserves and investments, financial reports for funding agencies, preparing and submitting reports to CRA, benefits program administration.	\$841,828
Communications and Marketing	Supporting delivery of products and programs through communication platforms (media, open houses, public meetings), website administration and maintenance responding to inquiries from the public.	\$488,469
Information Technology Management/ GIS	Data management, records retention. Development and use of systems to collect and store data and to provide spatial geographical representations of data. Systems to support the collection, maintenance, analysis, reporting and communications on various corporate data sets including but not limited to: surface and groundwater quality and quantity, aquatic and terrestrial biology, geospatial data and imaging, financial and other corporate services, internal and external communications and collaboration,	\$756,288
Administration Buildings	Administration buildings and workshops used to support UTRCA staff, programs and services. Includes utilities, routine and major maintenance, property taxes. Note: The Average Annual Cost does not include accessibility upgrades needed by January 1, 2025.	\$538,450
Vehicle and Equipment	A fleet of vehicles and equipment to support the work of the UTRCA, including capital purchases, fuel, licenses, repairs and maintenance. Programs and projects are charged for the use of vehicles and equipment.	\$655,739

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Note : edits from previous submission are identified in blue

To: UTRCA Board of Directors
From: Jenna Allain, Manager, Environmental Planning and Regulations
Date: June 20, 2022
Filename: ENVP #11934-1
Agenda #: 7.1
Subject: Administration and Enforcement – Section 28 Status Report – *Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation (O.Reg. 157/06)*

Section 28 Report

The attached tables are provided to the Board as a summary of staff activity related to the Conservation Authority's *Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation* (Ontario Regulation 157/06 made pursuant to Section 28 of the Conservation Authorities Act). The summary covers permits issued between May 1, 2022 and May 30, 2022, but also includes some permits issued in March and April 2022 that were not included in the previous reports presented at the April and May Board of Directors meetings.

To date, 118 permit numbers have been assigned this year with 58 of those permits issued before May 30th. A further seven permits have been issued in 2022 where the permit number was assigned in 2021. It should be noted that permit numbers are only assigned once an applicant has submitted an application with all supporting documentation, and does not include files where staff have been engaged in pre-consultation. Five previously issued permits have been granted extensions in 2022, the details of which are attached in a supporting table.

Recommended by:

Jenna Allain, Manager, Manager, Environmental Planning and Regulations

Prepared by:

Jessica Schnaithmann, Land Use Regulations Officer
Karen Winfield, Land Use Regulations Officer
Ben Dafoe, Land Use Regulations Officer
Cari Ramsey, Land Use Regulations Officer
Mike Funk, Land Use Regulations Officer

SECTION 28 STATUS REPORT
SUMMARY OF APPLICATIONS FOR 2021

DEVELOPMENT, INTERFERENCE WITH WETLANDS AND ALTERATIONS TO SHORELINE AND WATERCOURSES REGULATION
ONTARIO REGULATION 157/06

Report Date: May 2022

[Client Service Standards for Conservation Authority Plan and Permit Review \(CO, Dec 2019\)](#)

Permit #	Municipality	Location/Address	Category	Application Type	Project Description	Application Received	Notification of Complete Application	Permit Required By	Permit Issued On	Comply with Timelines	Staff
40-22	Thames Centre	22047 Valleyview Road	Routine	Development	proposed addition to an existing single family dwelling and construction of a carriage house	11-Mar-2022	11-Mar-2022	25-Mar-2022	21-Mar-2022	YES	Ramsey
45-22	Middlesex Centre	15429 Elginfield	Routine	Development	Construction of a deadstock compost building	11-Mar-2022	11-Mar-2022	25-Mar-2022	21-Mar-2022	YES	Ramsey
179-21	London	Cavendish Park	Minor	Municipal Project	Proposed Replacement of an Old Pedestrian Bridge with a New Bridge, Enhancement of Existing Recreational Trail and Expansion of an Existing Playground	7-Nov-2021	10-Dec-2021	31-Dec-2021	30-Mar-2022	NO	Singh
57-22	Middlesex Centre	14711 Nine Mile Road	Routine	Alterations to Wetlands & Watercourses	proposed culvert replacement and watercourse cleanout	21-Jun-2021	21-Mar-2022	4-Apr-2022	29-Mar-2022	YES	Ramsey
62-22	Middlesex Centre	2545 Gideon Drive	Minor	Development	proposed foundation repair	28-Jan-2022	17-Mar-2022	7-Apr-2022	29-Mar-2022	YES	Ramsey
66-22	Thames Centre	1180 Elgin Road	Routine	Development	proposed construction of a 40X60 equipment storage building	11-Mar-2022	11-Mar-2022	25-Mar-2022	4-Apr-2022	NO	Ramsey

Permit #	Municipality	Location/Address	Category	Application Type	Project Description	Application Received	Notification of Complete Application	Permit Required By	Permit Issued On	Comply with Timelines	Staff
72-22	Thames Centre	Deneve Drain Wellburn	Routine	Alterations to Wetlands & Watercourses	proposed new 18 metre culvert	26-May-2021	24-Mar-2022	7-Apr-2022	7-Apr-2022	YES	Ramsey
74-22	Thames Centre	Putnam Rd and Gladstone Rd	Routine	Utility Corridor	new conduit/vaults and fibre optics	3-Mar-2022	24-Mar-2022	7-Apr-2022	24-Apr-2022	NO	Ramsey
75-22	Thames Centre	Putnam Road and Cromarty	Routine	Utility Corridor	new conduit/vaults and fibre optics	3-Mar-2022	24-Mar-2022	7-Apr-2022	24-Apr-2022	NO	Ramsey
76-22	Thames Centre	Putnam Road north of 401	Routine	Utility Corridor	new conduit/vaults and fibre optics	3-Mar-2022	24-Mar-2022	7-Apr-2022	24-Apr-2022	NO	Ramsey
77-22	Thames Centre	Putnam Road at 401	Routine	Utility Corridor	new conduit/vaults and fibre optics	3-Mar-2022	24-Mar-2022	7-Apr-2022	24-Apr-2022	NO	Ramsey
82-22	Thames Centre	Putnam Road north of Mossley	Routine	Utility Corridor	new conduit/vaults and fibre optics	25-Apr-2022	25-Apr-2022	9-May-2022	26-Apr-2022	YES	Ramsey
30-22	Southwest Oxford	44 Oxford St.	Minor	Development	Construction of addition to existing home	25-Jan-2022	15-May-2022	30-May-2022	20-May-2022	YES	Dafoe
78-22	London	6320 Hamlyn Street	Routine	Development	Proposed Interio Renovations Including Changes to Existing Door and Window Openings and New Patio Door	8-Apr-2022	29-Apr-2022	13-May-2022	5-May-2022	YES	Schnaithmann
79-22	London	620 Sandybrook Drive	Minor	Development	Proposed In-ground Pool Installation and Concrete Patio	19-Apr-2022	1-May-2022	22-May-2022	12-May-2022	YES	Schnaithmann
80-22	Ingersoll	300 Ingersoll St.	Routine	Development	Water Storage Tank Construction	7-Apr-2022	29-Apr-22	13-May-2022	11-May-22	YES	Dafoe
84-22	St Marys	164 Emily St	Minor	Development	replacement construction of deck with construction of timber fram pergola	25-Apr-2022	27-Apr-2022	11-May-2022	11-May-2022	YES	Dafoe
85-22	Norwich	Lot 20 Concession 4	Minor	Development	Construction of Pedestrian Bridge	31-Mar-2022	29-Apr-2022	13-May-2022	04-May-2022	YES	Singh
87-22	West Perth	Schellenberger Drain	Routine	Alterations to Wetlands & Watercourses	enclosure of 175 metres of class F drain	15-Apr-2021	1-May-2022	15-May-2022	9-May-2022	YES	Ramsey

Permit #	Municipality	Location/Address	Category	Application Type	Project Description	Application Received	Notification of Complete Application	Permit Required By	Permit Issued On	Comply with Timelines	Staff
89-22	London	1431 Oxford Street West	Routine	Alterations to Wetlands & Watercourses	Proposed pond alteration	6-Apr-2022	9-May-2022	23-May-2022	13-May-2022	YES	Ramsey
91-22	London	114 Paul Street	Major	Development	Construction of Single Storey Addition to Rear of Existing Dwelling	6-May-2022	12-May-2022	9-Jun-2022	18-May-2022	YES	Schnaithmann
92-22	Middlesex Centre	Highbury Ave	Routine	Utility Corridor	fibre optic cable and pipe installation	19-Apr-2022	19-May-2022	2-Jun-2022	27-May-2022	YES	Ramsey
93-22	East Zorra Tavistock	90 Lovey St.	Routine	Development	Replacement of Septic System	09-May-2022	18-May-2022	1-Jun-2022	18-May-2022	YES	Dafoe

EXTENSIONS ISSUED IN 2022

Permit #	Municipality	Location/Address	Category	Application Type	Project Description	Application Received	Notification of Complete Application	Permit Required By	Permit Issued On	Comply with Standards	Staff
EX226-19	London	667 Talbot Street	Major	Development	236 Unit, 16 Storey Residential Apartment Building	15-Dec-2021	19-Jan-2022	16-Feb-2022	19-Jan-2022	YES	Schnaithmann
EX54-21	London	105 Wychwood Court	Minor	Development	Proposed Replacement of On-Ground Pool, Deck and Retianing Wall	1-Feb-2022	30-Mar-2022	20-Apr-2022	5-Apr-2022	YES	Schnaithmann
EX92-20	London	309 Southdale Road West	Major	Development	Proposed Servicing and Grading for Residential Tower	1-Apr-2022	22-Apr-2022	20-May-2022	4-May-2022	YES	Schnaithmann
EX55-21	Middlesex Centre	13700 Nine Mile Road	Major	Utility Corridor	Proposed Corrogated Steel Arch Bridge for the Lake Huron Primary Water Supply System Right-of-Way Crossing the Flood Municipal Drain	17-Mar-2022	21-May-2022	18-Jun-2022	21-May-2022	YES	Winfield
AM170-21	Middlesex Centre	174 Edgewater Boulevard	Major	Development	Proposed Single Family Residence, Attached Garage and Accessory Structure	15-Feb-2022	8-May-2022	5-Jun-2022	8-May-2022	YES	Winfield

To: UTRCA Board of Directors
From: Tracy Annett, General Manager
Date: June 17, 2022
Filename: Admin # 4530
Agenda #: 7.2
Subject: Asset Management and Multi-Year Budget

Recommendation

The report regarding the Asset Management Planning and 5 Year Operating and Capital Budgets be received for information.

Purpose

The purpose of this report is to update the Board on the Finance and Audit Committee's recommendations:

That the Board direct staff to report at the next Board meeting with a timeline and budget for preparing an Asset Management Plan noting the new regulations require us to prepare one no later than December 2024.

That, in light of the auditor's recommendation for longer-term planning, the board requests staff to table a draft 5- year operating and capital budget in conjunction with the 2023 budget presentation this fall.

Background

Staff can provide the following.

Asset Management Plan Timelines:

Infrastructure identified in Section 5(1) "an authority shall provide programs and services that support the operation, maintenance, repair and decommissions of the infrastructure the authority owns or manages:

1. Any water control infrastructure, the purpose of which is to mitigate risk to life and damage property resulting from flooding or to assist in flow augmentation
2. Any erosion control infrastructure".

These programs and services shall include the development and implementation of an asset management plan under section 5(2)2.

The report outlining the 20 year capital plan received as the 20 Year Flood Control Capital Updates as presented in agenda item 6.1 is a strong basis for the further development of the asset management plan to fulfill the requirements of the regulation.

While not all assets of the authority are regulated under O.Reg. 686/21 requiring an asset management plan, it is our objective to develop a broader asset management program to assist long term planning and budgeting processes for all authority assets.

Timeline and budget for preparing an Asset Management Plan

Steps	Cost	Initiate
Acquire Software	Minimum \$40,000	Fall 2022
FTP Consultant to guide the development of Asset Management Program	\$60,000	Fall 2022
Plan Development New staff position for ongoing responsibility	\$95,000	2023

Asset management planning is a process which, given that the board wishes longer-term planning and the province requires it in part, we will be changing our approach to planning. Asset management planning will require us to determine in greater depth answers to the questions:

- What constitutes our resources or assets,
- How we use them,
- What service they provide,
- How we repair or replace them, and
- How the life-cycle costs of our assets are to be funded.

These questions for the Authority are no different from those our member municipalities have faced over the last decade since public sector standards changed and then the province mandated asset management planning by municipalities.

Where we have typically approached our planning from an annual budget and annual levy perspective, we will be looking farther ahead to predict our needs and how those needs will be resourced. In anticipation of this effort, several years ago we had a presentation from a consulting firm on the process. It gave us a brief primer and advised us that this effort has to be a cross-functional team activity. In addition, we explored at the same time PSD Citywide which is a local firm providing asset management tools for municipalities. We will likely re-introduce ourselves to them and seek out other possible solution providers. These planning tools often integrate with GIS so as to create maps of assets across the watershed.

5 Year Capital and Operating Budgets

Staff support the preparation of longer-term planning and associated 5 year budgets as outlined in the auditor’s report provided below:

“During our review of accounting policies, we noted a lack of overall long-term planning at the Authority. This is important in terms of budgeting, reserves, capital assets, human resources, etc. Specifically, creating a long-term budget should be a priority. This means a financial statement that lists probable income and expenses for each year,

over a 3 to 5-year period. Doing so will allow the Board to focus on long-term objectives, help identify potential risks, and create motivation. The budget should be reviewed on an annual basis and updated as needed or as regulations and/or your funding model change.”

Finance staff are evaluating several software tools that would assist in preparing multi-year operating and capital budgets. Examples include: Questica (a tool used by many municipalities including Middlesex Centre, Thames Centre, Town of Ingersoll), Sage Intacct Budgeting and Planning, and True Sky Budgeting.

At this time, we estimate costs to subscribe to a budgeting platform will run approximately \$20K to \$25K each year. Once selected, implementation for this kind of tool normally runs 10 to 12 weeks and effort will be required by all department managers to be trained on the software later this fall. It is unlikely we would have fully-developed multi-year operational budgets prepared at the time the Draft 2023 budget is presented.

Summary

Like many new efforts, both the asset management and 5-year budgeting implementation will require significant time commitment, skilled staffing and the right tools to be effective and successful. We are currently in a discovery stage for both with a direction, but not a clear path just yet. Updates will be provided as the paths become better defined and more discussion about needs and options takes place.

Recommended by:
Tracy Annett, General Manager

Prepared by:
Christine Saracino, Supervisor, Finance and Accounting
Brent Verscheure, Manager, Lands, Facilities and Conservation Areas
Tracy Annett, General Manager / Secretary Treasurer

fyi

June 2022



Red-tailed Hawk

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Bugs tell the Water Quality story

The spring benthic sampling season has come and gone, with many people not knowing it was happening or even what it is. Ontario's Conservation Authorities monitor the health of watercourses in our watersheds in a number of ways, and one program involves sampling benthic macroinvertebrates – the “bugs” that live along the bottom of streams, rivers, and ponds.



Collecting benthic invertebrates in a local stream.

There are three components to the UTRCA's benthic sampling program:

- collecting benthic invertebrates from the bottom of a watercourse,
- identifying those bugs (usually under a microscope), and

- calculating a water quality score for the watercourse based on the species of bugs that were found there.

Collecting the bugs is the fun part, usually, although it can get a little tiring by the end of a super hot day! For three minutes we walk in a zig zag pattern across the stream or river, moving upstream while kicking/scraping our feet along the bottom. This action dislodges aquatic bugs from the rocks and other substrate on the bottom. The bugs begin to float downstream and are caught in a net we hold in the water, just downstream of our feet. Once the three minutes are up, we transfer everything in the net into a sample jar and preserve it.



An unusual but useful find on a hot, humid day of sampling in the North Thames River.

Later in the year, we identify those samples in the laboratory at the Watershed Conservation Centre. The sample is washed to free it from preservative and any fine sediment. Then the bugs are picked out of the material that was collected in the net and identified under a microscope. These bugs are referred to as macroinvertebrates because they can typically be seen without the aid of magnification. To identify them, though, we need to look at key features such as mouth parts or gills, which requires the light and magnification of a microscope.

Each bug identified is then recorded in a spreadsheet or database. In the UTRCA watershed, each species of benthic invertebrates has a score, between 1 and 10, that indicates how tolerant it is to poor water quality. A high score indicates the species is very tolerant of poor water quality and can live in a wide range of water conditions. A low score indicates it is not tolerant of poor water quality and would typically be found in water that is cleaner, cooler, and more oxygenated.



This midge larva is an indicator of poor water quality.

For each type of bug identified, the number of individuals collected in a sample is multiplied by the tolerance score of that species. All the scores for all the bugs in that sample are added together and then divided by the total number of individual bugs

identified in the sample. The result is an overall water quality score, between 1 and 10, based on all the benthic macroinvertebrates that were identified.

Impacts to water quality can often be intense but short lived. For example, if a pollutant spills into a watercourse, it may clear from an area as the pollutant stops spilling and clean water from upstream flows through. Collecting a water sample in the hours or days after a spill might not reflect that a pollutant had been spilled. But the bugs that live on the bottom of the watercourse are there for months, as they develop through several life stages. They are impacted by the water quality experienced over that whole period of time and, as such, they are a good indicator of longer term water quality.

Benthic invertebrate sampling results, total phosphorus, and bacteria (*E. coli*) are the three indicators used to assess water quality for the [Upper Thames River Watershed Report Cards](#). These indicators are given equal weight in determining the overall surface water quality score for each of the 28 subwatersheds. UTRCA staff are currently working on the 2022 edition of the report cards, which are produced every five years. **Contact: Michelle Fletcher, Aquatic Biologist**

UTRCA Forestry Staff Host Field Tour

On Saturday, June 4, UTRCA forestry staff had the opportunity to showcase two research projects. Both projects are being developed in partnership with Forest Gene Conservation Association (FGCA). Tour participants included members from the Otter Valley Field Naturalists, Woodstock Field Naturalists, and Elgin-Middlesex Woodlot Owners Association. All enjoyed a perfect day of sunshine and ideal temperatures.

The first stop was the Southern Ontario Butternut Seed Orchard, located just south of Innerkip on Pittock Conservation Area land. This site was developed in 2014 to assist in

the conservation of butternut, an endangered species in Ontario. Today, this 2 hectare (5 acre) site is home to 369 grafted butternut trees, representing 107 parent trees from across Ontario. These parent trees have been selected with the hope that they may have some genetic tolerance to butternut canker. It is hoped that within a few years these trees will be producing seed that can be collected and grown to produce butternut seedlings for private land reforestation.



Tour participants discuss butternut trees planted in 2015.

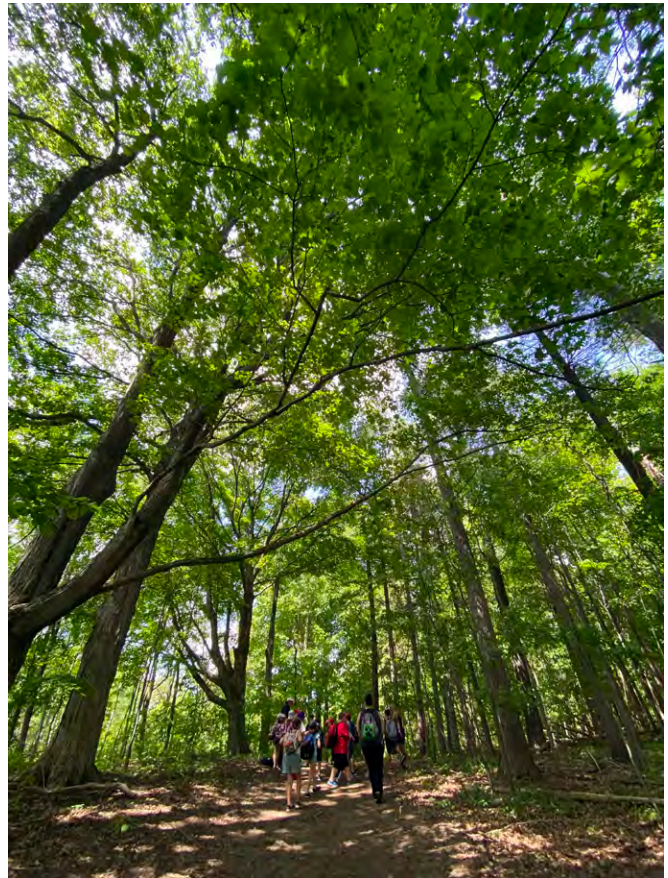
The second stop was the Red and White Oak Climate Change Trial planted in 2010 in East Zorra Tavistock. This site is one of two climate change trials that UTRCA manages in partnership with the [Forest Gene Conservation Association](#). The other site is a bur oak trial planted in 2011 on Oxford County property at the Salford Waste Management Facility.

Both trials have oaks grown from local, Pennsylvania, and Tennessee seed sources. The theory is that as our climate warms, the more southern seed sources may be better adapted. In the near future, these trials will be used as seed production areas for the UTRCA's private land tree planting program. The Salford bur oak site produced its first seed in 2021, only 10 years after planting. **Contact: John Enright, Forester**

And Then It Happened!

After more than two years, Wildwood Community Education staff were overjoyed to welcome thousands of students, staff, and parents back to on-site programming this spring! It was amazing to see the buses pass through the gatehouse, hear the students' excitement, and be told how happy school staff were to be able to share a Wildwood experience with their classes again.

In addition to regular school programming, several Specialist High Skills Major certifications were also offered to high school students, including a Safe Hiker course in partnership with Hike Ontario. A special thank you to the Wildwood Conservation Area staff who helped navigate the return of programming to different areas of the property and the use of shared spaces and resources.



Students and adults enjoy an education program in the woods at Wildwood CA. (Photo: Rachel Mahaffy)

Wildwood education staff had been busy during the on-site program hiatus, developing and expanding learning opportunities to include several off-site options. The suite of education offerings now available not only filled a need during COVID-19 but continues to provide accessible opportunities to classes who may not otherwise be able to attend on-site programming. Wildwood's Virtual Field Trips and Schoolyard Field Trips enabled more than 25 classes to connect with nature in their own school community this spring. **Contact: Maranda MacKean, Community Education Specialist**

Schoolyard Pollinator Gardens

Fanshawe Community Education staff and Integrated Watershed Management unit staff have been busy as bees helping five Thames Valley District School Board (TVDSB) schools plant schoolyard pollinator gardens. Heeman's, a local garden centre, grew and supplied a variety of beautiful native plants for the gardens including coneflowers, blanket flowers, bee balm, and stonecrop.

The gardens will provide needed habitat for local pollinator species that are experiencing steep population declines due to climate change, pesticide use, and invasive species. They will also be an ideal space for students to learn about plants, insects, soil health, and other ecological topics.



The students were eager to plant their pollinator garden!

In addition to the gardens, students also received outdoor programming centred on pollinators and their essential role in



A young gardener at work.

ecosystems. They learned how plants use colour and scent to attract different pollinators, played a matching game between pollinator and plant species, and raced each other in a pollinator relay in their schoolyard.

The participating schools this spring included Lord Nelson Public School, Princess Anne French Immersion Public School, Sir Isaac Brock Public School, Winchester Public School, and White Oaks Public School. Thank you to the TVDSB for their generous funding and support of this program.

Contact: Heather Hawkins Jensen, Community Education Technician

Small Footsteps on a Path of Discovery

There is much joy in watching a forest awaken during the spring. And when you can share that joy with children as they awaken their interest in nature, it is even more special.

For six weeks during April and May, Fanshawe Nature School (FNS) took place within The Pines at Fanshawe Conservation Area. Owls (caregivers) and Owlets (children) aged two to four years were the participants. Fanshawe Community Education staff provided the opportunities for exploration and play, inquiry-based experiences, and place-based discoveries.

During the spring FNS session, we explored ways to bring nature into our lives, followed

what the children were interested in, and absorbed the newness of spring. A typical session included free play in pods with names like The Hive, The Scramble, The Studio, The Mess, and The Nest. It was always enlightening to watch where the children would gravitate to for their exploratory play. A time to wander allowed us to journey farther and increased opportunities for wonder about the natural world. We didn't forget to refuel our bodies with yummy snacks and listen to stories too. This was how we celebrated "all things nature."



It didn't take long before the children were hooked, eager to return to their special Pine Forest. As individuals, we tend to protect what we value. In the spring FNS sessions, the children experienced many opportunities to develop a deeper connection to nature. The landscape transformed the Owls and Owlets, nurturing nature connections and creating lasting memories of appreciation, understanding, and wonder. As Community Education Staff plan for future sessions of FNS, we will continue to create opportunities to celebrate nature.

Contact: Karlee Flear, Community Education Supervisor (Fanshawe)

Primary Outreach Program

After months of delay due to COVID, in May and June, Fanshawe Community Education staff were happy to visit 80 Thames Valley District School Board (TVDSB) Kindergarten, Grade 1, 2, and 3 classes on their school grounds for our Primary Outreach program.

This program focuses on math and literacy in the schoolyard, empowering teachers to become more comfortable teaching these key areas of study in their own outdoor space.

The program establishes a set of nature routines and class expectations for learning and exploring in the outdoors. Staff read a story aloud to spark inquiry and introduce the lesson's theme. This is followed by games, exploration, and a math-connected activity. It concludes with a sensory awareness exercise that the teacher could develop further.

The students were excited to get out of the classroom to have some fun on their



schoolyard and the teachers were happy to be getting more tools to effectively teach math and literacy in the outdoors.

Many thanks go to the TVDSB for sponsoring this program.

Contact: Kim Gilbert, Community Education Technician

GREENFest!

GREEN Leaders classes from across the Thames Valley District School Board (TVDSB) came to Fanshawe Conservation Area on May 24-27, to participate in [GREENFest!, a week-long event](#) hosted by UTRCA Community Education and Partnerships staff.

Over the course of the school year, UTRCA staff have been working with 16 Grade 7 and 8 GREEN classes to identify local environmental issues and implement sustainable solutions. GREENFest! is a new event offered to GREEN classes this year to celebrate their learning and the hard work they have put into the program.



Teaching students how to use a compass.

During the week, each class came out for a full day of programming which included screen printing bags and t-shirts, button making, a map and compass course, live animal shows from Scienstational Snakes, and interactive demos (e.g., augmented reality sand table, floodplain model, rainfall simulator, LID House, stream table). Secondary students from the TVDSB's H3ELP Course came out every day to help run the events and guide the classes throughout the festival.

A huge thank you goes to [Start.ca](#), who sponsored the event and provided volunteers each day. GREENFest! was a big hit with students and teachers alike and we look forward to running the event again in years to come.



Students and staff at the rainfall stimulator (above) and augmented reality sand table.



Contact: Karlee Flear, Community Education Supervisor

Monitoring for Spongy Moth

In mid-June, UTRCA staff set up traps to monitor the population of Spongy Moth (formerly known as Gypsy Moth). Two traps were assembled in Fanshawe Conservation Area and four in Environmentally Significant Areas (ESAs) in London. The UTRCA is conducting the research in conjunction with the County of Middlesex and the Canadian Food Inspection Agency.

The larvae of this exotic forest pest feed on the foliage of oak, aspen, and many other

trees. During an outbreak, the density of caterpillars can become so high that some trees may be completely stripped of leaves by mid-summer. Few species of birds prey upon the caterpillars, due in part to the caterpillars' long hairs that can irritate the thin skin around birds' eyes. Some species, such as the Black-billed and Yellow-billed Cuckoos, have been observed eating the larvae but they do not consume enough to bring a population outbreak under control.



A Spongy Moth monitoring trap at FCA.

Spongy Moth caterpillars are vulnerable to a virus and a fungus, though. Nuclear Polyhedrosis virus (NPV) is a naturally-occurring virus that only infects this species and spreads quickly from infected to non-infected larvae. Once the virus builds up in a population, it can cause high levels of caterpillar mortality and outbreaks of Spongy Moth usually collapse after two to four years. Dead and dying caterpillars hanging limply from trunks or branches in an upside down “V” show NPV is at work.

Entomophaga maimaiga is a fungus native to Japan that was introduced into the United States to help control Spongy Moth. The caterpillars ingest the fungus while they are eating and can perish within weeks. This fungus appears to be influenced by rainfall and its natural spread will likely play a larger role during wet years.

The traps in Fanshawe CA and the ESAs are not intended to control the moth but rather are a monitoring tool to determine the abundance and magnitude of the populations in Middlesex County. Staff will check the traps in mid-July and mid-September to collect and count any moths present. This data will help determine if the virus and/or fungus are having any impact on the local Spongy Moth population.

Contact: Brenda Gallagher, Forestry Technician

On the Board Agenda

The next Board of Directors meeting will be held virtually on June 28, 2022. The following items are on the draft agenda:

- Compensation Review – Referred Motion
- 20 Year Flood Control Capital Updates
- Planning and Regulations Fee Policy
- Provincial Offences Act Officer Designation for Brad Dryburgh
- Administration and Enforcement – Section 28 Status Report
- Quarterly Progress Report – Inventory of Programs and Services
- Asset Management and Multi-year Budget

Please visit the “Board Agendas and Minutes” page at www.thamesriver.on.ca for agendas, reports, audio/video links and recordings, and approved minutes.

Contact: [Michelle Viglianti](#), Administrative Assistant

Agenda Item 8 – Notices of Motion

From: Tony Jackson

Date: June 20, 2022 at 8:20:35 PM EDT

To: Tracy Annett and Alan Dale

Subject: Motion for Consideration

Last year the UTRCA adopted an interim policy that was reflective of similar mandates across a broad spectrum but more specifically in Federal and Provincial regulated operations. The intent was to review such policy as changes were realized going forward.

Given the Federal and Provincial mandates have been lifted across Canada and much of the nations of the world with few exceptions being China and North Korea as examples, I make the following motion:

Motion: To suspend the vaccine mandate for staff and new hires effective immediately.

Where felt necessary social distancing, masking, and other protocols may remain or be applied but the motion itself is specific to vaccine status today and for the immediate near future.

Thank you,

Moved By

Tony Jackson